



Office of Financial Aid
 5901 College Road
 Key West, Florida 33040

2011-2012 INCOME REDUCTION REQUEST- INDEPENDENT

Original requests for an income reduction must be made within 60 days of the circumstance that caused the reduction in the income.

Student's Name: _____ **FKCC ID#:** _____

Will your income be at least 20% less in 2011 than in 2010? Yes ___ No ___ If no, do not submit this request. If yes, please check the appropriate reason below:

 Unemployment or change in employment

Provide a copy of the separation notice or letter from employer regarding date of separation
 Provide letter of eligibility from The Department of Labor (If eligible for benefits)
 Provide a copy of affected student or spouse last pay stub (if they have earned income in 2011)

 Divorce

Provide copy of divorce decree

 Death of spouse

Provide copy of death certificate or obituary

 Disability of student or spouse

Provide letter from doctor regarding the date of disability and projected date to return to work
 Provide documentation of disability benefits
 Provide copy of the affected student or spouse last pay stub (if they have earned income in 2011)

 One-time income (IRA withdrawal, sell of house, etc.)

Provide copy of 2010 form 1099 and/or schedules as reported on 1040 tax return.
 Identify the source of One-time income _____

In addition to the above documents you must submit all of the following forms to Financial Aid for consideration: (If you have already submitted these documents for verification purposes do not re-submit)

- Student/spouse signed 2010 Federal Tax Return
- All student and spouse 2010 W-2 forms
- 2011-2012 Dependent Verification Form
- 2011-2012 Income Summary/Household Expenses Form
- Letter explaining your situation in detail
- Plus the documents listed under your situation

ANTICIPATED INCOME FOR 2011	Student	Spouse
Wages, salaries, tips (include severance pay, disability pay and work)		
Untaxed Social Security benefits		
Other taxable income (unemployment benefits)		
Child Support received		
Other untaxed income		

WARNING: If you purposely give false or misleading information on this form, you may be fined, sentenced to jail, or both.

Student's Signature: _____ **Date** _____



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INCOME SUMMARY/ HOUSEHOLD EXPENSES for 2011-2012

Student's Name _____ **FKCC ID #** _____

Independent students and parents of dependent students are required to complete this form in its entirety to clarify how their living expenses are currently being met if requested by the Office of Financial Aid to clarify information or a reduction in income or dependency override.

When reporting child support, social security, TANF, VA, or SSI benefits, you must report the total monthly amount received for all family members in the household.

Monthly Expense	Amount	Monthly Benefits	Amount
Rent/ Mortgage	\$	Income from Work	\$
Electricity	\$	Alimony	\$
Gas	\$	Child Support	\$
Phone	\$	TANF	\$
Food	\$	Food Stamps	\$
Water	\$	Social Security Benefits	\$
Child Care	\$	VA Benefits	\$
Transportation	\$	Family Members	\$
Personal Expenses	\$	Churches	\$
Miscellaneous Expense	\$	Disability	\$
Insurance	\$	Workers Compensation	\$
Total Expenses	\$	Total Benefits	\$

Explanation of how living expenses are met:

STUDENT'S SIGNATURE _____ **DATE** _____

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