



## Financial Aid

S. 16th Avenue & Nob Hill Boulevard, PO Box 22520, Yakima, WA 98907-2520

P: 509.574.6855 • Fax: 509.574.4740 • [finaid@yvcc.edu](mailto:finaid@yvcc.edu) • [www.yvcc.edu](http://www.yvcc.edu)

## 2023-2024 Income Revision Request Form

Last Name	First Name	M.I.	CTCLink ID
Home Phone	Cell Phone	Email Address	

Each FAFSA/WASFA cycle uses the financial information from two-years prior and the Financial Aid Office recognizes that a family's household or financial circumstance can change within that time frame and no longer be an accurate representation. On a case-by-case basis, the financial aid office may be able to adjust your FAFSA/WASFA application based on information provided to our office.

- A FAFSA or WASFA for the current award year must be processed and verified before an appeal can be considered.
- You must attach documentation and a detailed letter of explanation for the set of circumstances which you are appealing. Requests without documentation will be denied.
- Processing time may take four to six weeks. Requests are reviewed in the order which they are received. Adjustments to financial aid awards are made for the entire year including fall quarter if the student was enrolled and made academic progress. Generally, only one request will be considered each year. A status notification will be placed on your Student Portal when the request is approved or denied.

### CHANGE IN HOUSEHOLD

#### SITUATION

☐ Divorce or Separation

☐ Death of a Parent or Spouse

☐ Disability of Parent or Spouse

☐ Additional Family Member Added to Household

#### DOCUMENTATION NEEDED

(copy of legal separation or divorce papers, W-2 wage statements and clear documentation concerning expected child and/or spousal support)

(copy of death certificate or obituary, documentation of any insurance payment expected to be received and W-2 wage statements for the surviving parent or spouse)

(letter of explanation of circumstances and documentation of disability benefits)

(letter of explanation detailing the relationship of household member, specific dates addition occurred, type and amount of support provided; also provide any documentation if there was a change in custody or guardianship)

### INCOME ADJUSTMENTS

#### SITUATION

☐ Involuntary Loss of Employment

☐ Reduction in Wages

☐ Reduction in Untaxed Income or Benefits

☐ One-Time Income/Lump Sum

#### DOCUMENTATION NEEDED

(State unemployment Insurance documentation or Letter of Termination from employer, proof of income earned [YTD wages on final pay stub])

(copy of student/parent's most recent pay stub, letter from employer indicated changed pay rate or reduction in hours)

(letter from appropriate agency or authority that details type and amount of benefits received and date benefits ended)

(letter of explanation describing the nature of the one-time income reported on your FAFSA/WASFA and why it should not go toward paying for the cost of college)



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Please estimate your 2023 earnings and income, to the best of your ability, in the following:

Parent's Income Information - (required for dependent students only)	Calendar Year January 2023 – December 2023
Parent 1 (Father, Mother) Gross Income from Work	\$
Parent 2 (Father, Mother) Gross Income from Work	\$
Parent(s) other <b>Taxable</b> Income (i.e. alimony received, business income, rental income, unemployment, capital gains, interests/dividends etc.)	\$
Parent(s) other <b>Non-Taxable</b> Income (i.e. child support, military benefits other than educational benefits, tax-deferred pensions etc.)	\$
<b>Student's Income Information</b>	
Student's Gross Income from Work	\$
Spouse's Gross Income from Work	\$
Student and Spouse Other <b>Taxable</b> Income (i.e. alimony received, business income, rental income, unemployment, capital gains, interests/dividends etc.)	\$
Student and Spouse Other <b>Non-Taxable</b> Income (i.e. child support, military benefits other than educational benefits, tax-deferred pensions etc.)	\$
<b>Support of Additional Household Member/Dependent</b>	
Amount paid by family	\$
Amount paid by other sources	\$

Child Support			
List child support <b>paid by someone else in 2023</b> because of divorce/separation or as a result of a legal requirement.			
Support Paid By	Support Received By	Child's Name	Amount

## CERTIFICATION

I have read both sides of this form and have supplied all required documentation. I certify that all the information I have provided to YVC's Financial Aid Office is true and accurate to the best of my knowledge. If I am asked, I will provide proof that my information is correct. I understand that if I purposely give false or misleading information it will be considered fraud; I will be referred to the proper authorities; I may be prosecuted; I may lose eligibility for aid.

- ☐ I have attached all supporting documents necessary to prove a change in income.
- ☐ I have attached all income documentation required to properly calculate my adjusted income.
- ☐ I have attached a statement that sufficiently and thoroughly explains the circumstances of my request.

Student Signature

Date

Parent Signature (dependent students only)

Date