



FINANCIAL AID OFFICE

Income Change Request Form from 2021 Tax Year to 2022 Tax Year Form

2023-2024

Student's Name	
Social Security Number	VU ID #

You have indicated that there are unusual circumstances that have occurred that has caused a decrease from 2021 to your 2022 tax year family income. In order to take these changes into consideration, documentation will be necessary. Please complete this form and attach all the APPROPRIATE DOCUMENTATION.

I. Please indicate whether this form is for the _____ STUDENT or the _____ PARENT.

If income changes have occurred for student **and** parent, please file a separate form for each.

II. Please review the section below and indicate which situation applies to you

_____ A. Unemployment, Retirement* or change of employment

Date of termination, retirement* or release _____/_____/_____

Are ~~or~~ will you be receiving unemployment benefits _____ YES _____ NO

If so, please attach documentation from the Unemployment Compensation Office. The documentation must include the amount that you will be paid.

If you are not receiving unemployment benefits, please explain why in a letter

_____ B. Independent Student who worked at least 20 hours a week and has left their employment in order to attend Voorhees University

In the above situations, you MUST update your tax information on your 2023-2024 FAFSA using the 2022 tax year income submit a signed copy of your 2022 federal tax transcript from the IRS, and submit your 2022 W-2s and tax transcripts or signed 2022 tax return, documentation.

***If you have retired, please provide retirement documentation as well.**

_____ C. Untaxed income or benefits received in 2021 or 2022 have completely ceased

Ceased as of _____/_____/_____

You must provide documentation from the agency providing the benefits

_____ D. Death of a parent or spouse, that **occurred after applying** for financial aid

You must provide a copy of the death certificate

_____ E. Divorce or separation that **occurred after applying** for financial aid.

You must provide a copy of the divorce decree or a letter from a lawyer indicating the date you filed for divorce or that you separated.

Please attach the requested documentation to this form and return it to the Financial Aid Office as soon as possible. Please allow up to 14 days from the date your last document is submitted for the review of this information.

Additional information and documentation may be requested.

IV. Certification -- All students must complete this section

All of the information on this form is true and complete to the best of my knowledge.

Student Signature

Spouse Signature

Father / Stepfather Signature

Mother / Stepmother Signature

Date

Daytime Telephone Number

E-mail Address