



**Financial Aid**

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**2024-2025 Special Conditions Request – 2023 Actual Income**

Student ID #: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

**Instructions:** You are submitting this appeal to request a review of extenuating circumstances not represented in your financial aid application. Attach your statement and supporting documents. **We will neither accept nor process changes without documentation.** All other requested financial aid documents must be submitted before your request for recalculation can be processed. We may contact you to request additional information if the circumstances are not well explained/documented. Only certain circumstances qualify for review and all decisions are final. No new information will be considered once a decision has been made. You will be notified of the acceptance or denial of this application via your College of the Siskiyous student email.

**Please note: Applications may take as long as 4 to 6 weeks to process.**

**SECTION 1: Reason for Loss of Income or Benefits**

- Student and/or Spouse’s 2023 income and/or benefits will be LESS than 2022 due to:
  - Student and/or Parent(s) 2023 income and/or benefits will be LESS than 2022 due to:
- |   |   |
|---|---|
| <input type="checkbox"/> Loss of Employment       | <input type="checkbox"/> Job Change   |
| <input type="checkbox"/> Reduction in Work Hours  | <input type="checkbox"/> Loss of Benefits (child support, unemployment, etc.) |
| <input type="checkbox"/> One Time Income Received | <input type="checkbox"/> Other (Specify) _____                                |

## SECTION 2: Change Form & Detailed Statement

Student, please input your income information

Month	Student Income Earned From Work	Student Income From Unemployment or Other Benefits
Jan. 2023		
Feb. 2023		
Mar. 2023		
Apr. 2023		
May 2023		
Jun. 2023		
Jul. 2023		
Aug. 2023		
Sep. 2023		
Oct. 2023		
Nov 2023		
Dec 2023		

Dependent Student input Parent information; Married students input Spouse information

Month	Parent/Spouse Income Earned from work	Parent/Spouse Income From Unemployment or Other Benefits
Jan. 2023		
Feb. 2023		
Mar. 2023		
Apr. 2023		
May. 2023		
Jun. 2023		
Jul. 2023		
Aug. 2023		
Sep. 2023		
Oct. 2023		
Nov. 2023		
Dec. 2023		

### Detailed Statement

Please explain how your financial circumstances have changed in 2023. Your statement should explain clearly how your circumstances have changed over the year, what type of income you now are earning, how much assistance you are receiving or if you are no longer receiving any wages or benefits.

Please include both your information and your parents' if you are a dependent student.

Write your statement in chronological order, beginning in January 2023 and proceeding to December 2023. Please include all relevant information, including the following:

- Financial changes that have taken place (ex: loss of job, reduction in hours, new employment, unusual expenses, etc.).
- Date of financial change. If any income or benefits have stopped, please state clearly when they stopped.
- Income amount received before and after the financial change occurred (may need to estimate future income).
- Past and present employment information (ex: place of employment, date range, pay rate, etc.).

- Status of unemployment/disability benefits (ex: start and end dates of benefit, benefit amount(s) received, etc.).
- If you receive no income from wages or any type of benefit, state this clearly (ex: unemployment, disability, etc.).
- Any other additional information that will help describe your financial situation.

**Independent Students:** If you are married, you must also state the above information for your spouse.

**Dependent Students:** If you are a dependent student, you must state the above information for your parent(s).

**SECTION 3: Types of Document(s) that are Attached**

- A letter from your former employer identifying the change (loss of employment and/or reduction of work) and the date when it occurred. The letter must be on company letterhead.
- 2023 W-2 and 2023 Tax Return Transcript (if this document is submitted after Jan 1, 2024).
- A copy of your most recent check stub from unemployment, Social Security or other types of financial assistance (if applicable).
- Other (please specify): \_\_\_\_\_

**SECTION 4: Actual 2023 wage income and/or benefit amount(s)**

**Do Not Leave Student Column Blank**

	Student	Spouse / Parent(s)
Wages from Jan. 1, 2023 to Dec. 31, 2023		
Other actual 2023 benefits / income *		

\*(Include unemployment, disability, social security, pension and/or other income not reported in wages above. Please list the sources below)

Source: \_\_\_\_\_

Source: \_\_\_\_\_

Source: \_\_\_\_\_

Source: \_\_\_\_\_

Source: \_\_\_\_\_

Source: \_\_\_\_\_

**CERTIFICATION:** All of the information on this form is true and complete to the best of my knowledge. I understand that the information submitted is subject to verification. I understand that if I do not provide documentation, my request for review of special circumstances will not be processed. False statements or misrepresentations will be cause for denial, reduction, withdrawal and/or repayment of financial aid.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent Signature (dependent students):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Fall Only Deadline:** November 1, 2024

**Spring/Full Year:** Deadline: April 25, 2025