

**VOORHEES COLLEGE FINANCIAL AID OFFICE**  
**Income Change Request Form from 2018 Tax Year to 2019 Tax Year Form**

**2020-2021**

Student's Name	
Social Security Number	VC ID #

You have indicated that there are unusual circumstances that have occurred that has caused a decrease from 2018 to your 2019 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 College

**In the above situations, you MUST update your tax information on your 2020-2021 FAFSA using the 2018 tax year income submit a signed copy of your 2018 federal tax transcript from the IRS, and submit your 2019 W-2s and tax transcripts or signed 2019 tax return, documentation. \*If you have retired, please provide retirement documentation as well.**

\_\_\_C. Untaxed income or benefits received in 2018 or 2019 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

\_\_\_\_\_  
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