

2013-2014 Petition to Use Projected Year Income Form

Independent Student: If you and/or your spouse's current income for the 2013-2014 academic year is less than your 2012-year income you may request an income adjustment. If those changes result from circumstances such as the loss of employment, loss of untaxed income (Child support, etc.) or disability/illness in family, separation, divorce or death.

Dependent Student: If a dependent student and/or their parent(s) current income are less than the year 2012, the student may request an income adjustment if the income changes are a result of the loss of employment, loss of untaxed income (Child Support, etc.) or disability/illness in family, separation, divorce or death.

Note: To be considered for an income adjustment, you must submit a verification worksheet and all required documentation to the Financial Aid counter at the Enrollment Services Center (ESC), lobby, West Quad Building or via fax 718-951-4778. A Financial Aid professional will review the documents submitted and make a determination of your status. **A 2-3 week process.

Required Documentation Checklist:

- ☐ **2013-2014 Verification Worksheet**
The 2013-2014 Verification Worksheets are on the Brooklyn College website;
www.brooklyn.cuny.edu > Current Students > Financial Aid > Resources and Forms > Forms.
Please print the worksheet that applies to you, complete and attach with all documents indicated on this checklist.
- ☐ **2012 Tax Return Transcript**
Order a Tax Return Transcript from IRS.GOV or 1-800-908-9946 for everyone in the household who received income for 2012. INDEPENDENT (student and/or spouse), DEPENDENT (student and/or parents) only, do not include siblings or other extended family.
- ☐ **2012 W2 Forms**
Attach copies of all W2 forms for 2012.
- ☐ **Personal statement**
A personal letter must be submitted detailing the events leading up to the current situation. In this letter explain how living expenses will be met for 2013-2014.
- ☐ **Date of termination of all employment or benefits**
If you are no longer employed, please attach proof indicating the last date of employment. If you are no longer receiving untaxed income, please provide a copy of a statement from the appropriate agency indicating when the benefits terminated.
- ☐ **Unemployment starting and ending dates**
If you are receiving unemployment benefits, please attach a pay history or rate letter.
- ☐ **Divorce decree or legal separation (if applicable)**
If you legally separated or divorced after already applying for Federal student aid, please student a copy of the divorce decree or legal separation document.