

Collection date \_\_\_\_\_

In-person (initial) \_\_\_\_\_

Fax/Email (initial) \_\_\_\_\_

Mail (initial) \_\_\_\_\_

**2014-2015 Petition to Use Projected Year Income Form**

**Independent Student:** If you and/or your spouse's current income for the 2014-2015 academic year is less than your 2013-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's and/or their parent(s) current income is less than the year 2013, 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:**

- ☐ **2014-2015 Verification Worksheet**  
The 2014-2015 Verification Worksheets are on the Brooklyn College website;  
[www.brooklyn.cuny.edu/financialaid](http://www.brooklyn.cuny.edu/financialaid) > Resources and Forms > Forms.  
Please print the worksheet that applies to you, complete and attach with all documents indicated on this checklist.
- ☐ **2013 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 2013. INDEPENDENT (student and/or spouse), DEPENDENT (student and/or parents) only, do not include siblings or other extended family.
- ☐ **2013 W2 Forms**  
Attach copies of all W2 forms for 2013.
- ☐ **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 2014-2015.
- ☐ **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.