2012-2013 Petition to Use Projected Year Income Form

Independent Student: If you and/or your spouse’s current income for the 2012-2013 academic year is less than your 2011-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 2011, 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:

☐ 2012-2013 Verification Worksheet
   The 2012-2013 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.

☐ 2011 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 2011. INDEPENDENT (student and/or spouse), DEPENDENT (student and/or parents) only, do not include siblings or other extended family.

☐ 2011 W2 Forms
   Attach copies of all W2 forms for 2011.

☐ 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 2012-2013.

☐ 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 you legally separated or divorced after already applying for Federal student aid, please student a copy of the divorce decree or legal separation document.