

**OFFICE USE ONLY**

Collection date _____

In-person (initial) _____

Fax/Email (initial) _____

Mail (initial) _____

2015-16 Petition to Use Projected Year Income Form

Independent Student: If you and/or your spouse's current income for the 2015-2016 academic year is less than your 2014-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 2014, 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 718-758-8312. A Financial Aid professional will review the documents submitted and make a determination of your status in a 2-3 week process.

Required Documentation Checklist: *Please note all documents below are required!*

- ☐ **2015-2016 Verification Worksheet**
The 2015-2016 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.
- ☐ **2014 Tax Return Transcript**
Order a Tax Return Transcript from the IRS by calling 1-800-908-9946 or online at
<http://www.irs.gov/Individuals/Get-Transcript>. Please provide a Transcript for everyone in the household who received income for 2014. **INDEPENDENT** (student and/or spouse), **DEPENDENT** (student and/or parents) only, do not include siblings or other extended family.
- ☐ **2014 W2 Forms:** Attach copies of all employers in which a W2 forms was received for 2014.
- ☐ **Petition Letter:** A required Petition Letter must be submitted detailing the events leading up to the current situation. In this letter the student must explain how living expenses will be met for the 2015 year (see attached guide).
- ☐ **Date of termination of all employment or benefits and Unemployment 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. If applicable, and are receiving unemployment benefits, please attach a pay history or rate letter. **Please note letter of termination is not required for students who are receiving unemployment.**
- ☐ **Divorce decree or legal separation (if applicable) :** If you or your parent legally separated or divorced after already applying for Federal Student Aid, please provide a copy of the divorce decree or legal separation document.

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Income Adjustment Sample:

Full Name:

CUNY EMPLID ID:

Date:

Attention: Financial Aid Office

Dear Committee Members,

1. **The first sentences should clearly outline what you are requesting**, including all pertinent information regarding, date of job termination (s) and start/end of unemployment benefits (if applicable).
 - a. For Example: I am requesting a petition for an income adjustment due to....
2. **The body of the letter should include** how living expenses are met after job termination
 - a. For Example: I am currently supporting myself and living expenses through the support of...

Sincerely,

(Must Include Wet Signature)

Please limit you appeal letter to 1-2 pages.