

## 2024-2025 REQUEST FOR INCOME ADJUSTMENT

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Student Name: \_\_\_\_\_ CWID #: \_\_\_\_\_

**Do NOT submit this document and/or supporting documents that include secure information, such as your social security number, via email.**

Federal Student Aid is based on the gross annual income from the previous tax year. If your income has recently changed or you have special circumstances that were not taken into account on your FAFSA, we can reevaluate your financial need base. For dependent students, we will consider both student and parent income. For independent students, we will consider student and spouse (if applicable) income.

Unfortunately, there are certain circumstances that we **cannot** consider based on personal choices, such as expenses for car payments, consumer debt, personal bankruptcy, housing, school loan payments, or other frivolous spending.

**IMPORTANT:**

- Not all requests will result in a change in federal student aid eligibility
- You may only submit one request per academic year
- **Incomplete requests will not be considered and will ultimately be denied.**
- A statement explaining your situation must be attached to this form.
- The OSUIT Financial Aid Administrator's decision is final and cannot be appealed.

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**Step 1:** Letter of explanation

- You must provide a detailed, typed, and signed statement supporting your request.
- Specify the date of loss of income.

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**Step 2:** Submit applicable documents

- Completed verification worksheet (DVW25 or IVW25)
- Tax filers (both student and/or parents) must submit copies of both their 2022 and 2023 tax transcripts or signed IRS 1040 forms along with all W2's from 2022 and 2023. Schedules 1,2 and 3 are required if applicable. (If DRT was used, we will not need 2022)
- Non-tax filers (both student and/or parents) must submit proof of income (i.e., 1099, W2, etc.) for 2022.

**Note:** You may be asked to submit additional tax information upon request by our Financial Aid Office.

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**Step 3:** Check the reason(s) for the loss of income and attach the required documentation indicated below. Additional documentation may be requested.

- LOSS OF PARENT, STUDENT, OR SPOUSE INCOME (due to layoff, termination, or reduction of hours):
  - Submit a signed statement from your former employer confirming the loss of income, date of separation, and amount of severance pay.
  - Submit a copy of the last pay stub from a previous job showing year-to-date earnings.
  - Submit a copy of the most recent pay stub from the current job (if applicable).
  - Submit a statement of benefits from the unemployment agency (if applicable).
- LOSS OF UNEMPLOYMENT COMPENSATION OR WORKERS' COMPENSATION BENEFITS:
  - Submit a statement of monthly benefit amount prior to termination
  - Copy of termination benefits letter from Workers Compensation
- DEATH OF PARENT OR SPOUSE:
  - Submit a copy of the death certificate
- DIVORCE OR SEPARATION AFTER FAFSA HAS BEEN FILED:
  - Submit legal separation papers, verification from an attorney, or divorce decree
  - Submit documentation of any child support/alimony to be received per month

Student Name: \_\_\_\_\_

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LOSS OF CHILD SUPPORT:

- Submit letter or court document stating the start/end dates and amount.

A ONE-TIME, NONRECURRING INCOME RECEIVED DURING 2022 (including any funds received for financial hardship):

- Submit documentation identifying the source of income, how the funds were spent, and the amount of any funds remaining.
- Submit receipts (if applicable).

**Step 4:** Actual 2022 and the expected 2024 income information between Jan. 1, 2024, to Dec. 31, 2024 (section A & B) AND/OR academic year September 24 through August 25.

A. Indicate if you, your parents, or your spouse filed a 2022 Federal Tax Return: Indicate did file, did not file, or NA if not applicable.

Student  Parent(s)  Spouse

B. Complete change of income chart. (Do not leave any blanks; enter zero where necessary)

Income Resources	Actual 2022 Gross Income	Estimated 2023 Gross Income	Sept 2024 - Aug 2025
Income earned from work for father/stepfather (if dependent)			
Income earned from work for mother/stepmother (if dependent)			
Income earned from work by the student			
Income earned from work by the spouse of the student (if applicable)			
Other taxable income (interest, pensions, unemployment, severance, etc.)			
Child Support Received			
Other untaxable income (worker's compensation, housing allowance, etc.)			
Total:			

**Step 5:** Certification Statement: Your signature on this document confirms your acknowledgment of the following:

- The information provided for review is true and correct to the best of your knowledge
- Providing false information may result in reduced eligibility, repayment of aid, or both.
- Underestimating the projected income could result in reduced eligibility, repayment of aid, or both in this year and next.
- You have read each section, provided the required documentation, and realize that more may be requested.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return the form to:  
**OSUIT Financial Aid & Scholarships**  
 1801 E. 4<sup>th</sup> St., Okmulgee, OK 74447  
 P: 918.293.4684 | F: 918.293.4650  
[osuitfinancialaid@okstate.edu](mailto:osuitfinancialaid@okstate.edu)  
<https://osuit.edu/financial-aid/index.php>

Date: \_\_\_\_\_

Processed by: \_\_\_\_\_

Action Taken: Approved [ ]

Denied [ ]

Comment: