

**2023-2024 PARENT
REVISION REQUEST**

*****FOR DEPENDENT STUDENTS ONLY***
DUE TO DECREASE IN RESOURCES OF PARENT OR STEPPARENT**

Section A: STUDENT INFORMATION (please print)

Last Name _____ First Name _____ MI _____ ID#: _____
ctlLink ID required

Address (include apt # if applicable) _____ Date of Birth _____

City _____ State _____ ZIP Code _____ Daytime Phone (include area code) _____

I certify that all information provided on this form is true and complete to the best of my knowledge. If an adjustment is granted based on estimated income, I agree to report any increase in that income to the Financial Aid office.

Student Signature _____ Date _____

Instructions: The remainder of this worksheet should be completed and signed by your parent. We may be able to use your parent's 2022 income OR projected resources for the 2023/2024 school year (**07/01/23-06/30/24**) instead of the actual resources from the 2021 tax year to determine the parent contribution. **Documentation is needed to process requests for expenses.**

Read and fill out each section carefully to prevent errors. Complete **ALL** sections. If parent is currently married and not separated, provide BOTH parents income information. **Where the question does not apply or the answer is "none", enter zero.** Leaving blanks may delay the processing of your request.

In addition to this form, you need to provide a statement to support your extenuating circumstances and why you are requesting this revision. This request needs to include dates, explanations, supporting documentation and signatures. Be aware that only *ONE* Revision Request will be processed per academic year.

Section B: TYPE OF CHANGE (please check and complete all appropriate selections)

- PERMANENT CHANGE IN PARENTS MARITAL STATUS** since FAFSA/WASFA was filled out. We request to exclude the income of Father Mother from parent contribution.
 1. Type of marital status change: ___ widowed ___ separated ___ divorced
 2. Date of marital status change: _____

NOTE: If parent divorced and remarried after filling out the FAFSA, you will need to report the stepparent's information here and on future financial aid applications.
- DECREASE IN PARENT/STEPPARENT EARNED INCOME**
 1. Date of income change: _____ Name of Parent with income change: _____
 2. Income change is due to: ___ Loss of Job ___ Reduced hours ___ Job Change ___ Retired ___ Loss of Unemployment Benefits ___ Other (explain: _____)
- INCREASE IN PARENT/STEPPARENT EXPENSES** (report amounts in Section D, Category 3, attach documentation)
- OTHER PARENT CIRCUMSTANCES:** Parents should attach a separate signed letter explaining how their ability to contribute has been affected. Include the adjustments requested and why, as well as any supporting documentation.

PARENT MUST COMPLETE SECTION C & D ON THE OTHER SIDE OF THE FORM

For Office Use Only: ___ Approve ___ Deny Initials: _____ Process date: _____ Professional Judgment used due to: ___ Projected income better reflects circumstances. ___ Expenses affect ability to contribute ___ other: _____	For Office Use Only Prior TR/EFC ___/_____ New TR/EFC ___/_____
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PARENT MUST COMPLETE SECTION C & D

Section C: NON-TAXABLE INCOME/ASSISTANCE (REQUIRED section - if none apply, check last option)**

During the 2023-2024 school year, **PARENT[S]** will be attending college and receiving Financial Aid (loans, grants, work study, and/or scholarships) which will be used to pay for living expenses. **Name of parent[s] attending college:** _____ **List college[s] parent is attending:** _____

Someone in our household is now receiving and will continue receiving one or more of the following to pay for living expenses (rent, utilities, food, transportation, etc.) during the 2023-2024 school year. (Check all appropriate items):

<input type="checkbox"/> DSHS/Welfare	<input type="checkbox"/> Food Stamps/SNAP	<input type="checkbox"/> Subsidized Housing	<input type="checkbox"/> Supplemental Security Income (SSI Disability)
<input type="checkbox"/> Social Security (UNTAXED/not included on Tax Return)		<input type="checkbox"/> Social Security Disability Insurance (SSDI)	
<input type="checkbox"/> BAH/Military Housing	<input type="checkbox"/> Combat Pay	<input type="checkbox"/> Other State or Federal Assistance _____	

None of the above applies.

Section D: Check one option and follow directions. Do NOT include Covid Stimulus or CARES funding:

Option 1: Parent 2022 income reflects current circumstances. Please use 2022 tax return for our 2023/2024 financial aid information. Attached is a tax transcript or a SIGNED copy of 2022 taxes (including all W2s) and all 2022 untaxed income is listed here: Child Support received in 2022: \$ _____
Total other untaxed income received in 2022 \$ _____ (See Category 2 below, list sources)

Option 2: Please use Projected year income for 203/2024 financial aid information. **If choosing this option, complete all items below, both categories. Where the answer is "none", enter "0". Leaving blanks may delay processing of your request. Attach copies of supporting documents (example: YTD pay stubs, Unemployment stubs, SSI/L&I benefit letters).

Instructions: Complete BOTH "ACTUAL" and "ESTIMATED" columns. Use whole dollar amounts, no cents. Note: "Today" & "Tomorrow's date" will depend on date form is filled out. "Actual" refers to funds you HAVE received. "Estimated" should be what you EXPECT to receive.	ACTUAL Totals: July 1, 2023 through Today	ESTIMATED Totals: Tomorrow through June 30, 2024	THIS COLUMN IS FOR FAID OFFICE USE ONLY
Category 1 - Taxable Income:			
Father's gross income from work : (Do not include work-study.)	\$	\$	\$
Mother's gross income from work : (Do not include work study.)	\$	\$	\$
***Unemployment Benefits - Father	\$	\$	\$
***Unemployment Benefits - Mother	\$	\$	\$
Other taxable income – total for student/spouse: (interest, dividends, rental income, alimony, capital gains etc.) Source: _____	\$	\$	\$
Category 2 - Non-taxable Income: (not included in AGI)	Taxable Income Subtotal:		\$
Child support received:	\$	\$	\$
All other untaxed income and benefits NOT listed in Section C: (example: DVR, workers compensation/L & I, Veterans non-education benefits, disability income other than SSI/SSDI, etc.) List Source: _____	\$	\$	\$
Category 3 – Unusual Expenses:			
Child support paid for children not in the household, listed below (list add'l on separate sheet)			
Paid to:	For: (Child's Name)	Age:	
			\$
			\$
Medical and/or dental expenses not paid by insurance:	\$	\$	\$
Parent's OWN College Expenses NOT covered by financial aid	\$	\$	\$
K-13 tuition paid for Dependent children listed below* (DON'T incl. applicant)	\$	\$	\$
Name:	Age:	School:	FAID STAFF NOTES:
Subtotal:			\$
Total AGI:			\$

PARENT MUST CONFIRM THIS STATEMENT BY SIGNING BELOW: I certify that all information provided on this form is true and complete to the best of my knowledge. If an adjustment is granted based on estimated income, I agree to report any increase in that income to the Office of Student Financial Aid.

Parent/Stepparent Signature _____ Date _____