

2014-2015 Eligibility Re-Evaluation Form

351 W. University Blvd • Cedar City, UT 84720 • (435) 586-7735 • (435) 586-7736 (fax)
• <http://www.suu.edu/financialaid>

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Phone Number

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Student's Name

Email Address

STEP 1: CHECK THE REASON(S) YOU ARE REQUESTING AN INCOME ADJUSTMENT AND ATTACH THE ADDITIONAL REQUIRED DOCUMENTATION PER SITUATION:

- ☐ **Loss of parent income from work due to layoff, termination, or reduction of hours:**
 - Documentation from former employer confirming loss of income and date of separation.
 - Copy of last pay stub from previous job showing year to date earnings.
 - Copy of most recent pay stub from current job (if applicable).
- ☐ **Loss of Unemployment Compensation:**
 - Letter from unemployment office stating start/end dates and benefit amount.
- ☐ **Loss of Social Security Benefits:**
 - Letter from the Social Security Administration stating start/end dates and benefit amount.
- ☐ **Loss of Child Support:**
 - A Letter or court document stating the start/end dates and amount.
- ☐ **Loss of Workers Compensation Benefits:**
 - Letter from Bureau of Workers Compensation stating start/end dates and benefit amount.

- ☐ **Death of Parent or Spouse:**
 - Copy of death certificate
- ☐ **Divorce, or Separation:**

Attach a letter of explanation, including the following:

 - date of divorce/separation if it occurred after filing the FAFSA
 - list current household members, relationship and age
 - monthly child support you will receive in 2014
 - other assets you will receive in 2014 based upon divorce decree (provide a copy of your divorce decree).
- ☐ **A one-time, nonrecurring income received during 2013:**
 - Documentation identifying the source of the income, how the funds were spent, and the amount of remaining fund, if any.
- ☐ **Medical and/or Dental:** (Exceeding 10% of your household income)
 - Attach verification of amount paid that was not covered by insurance.
- ☐ **Other:** _____
 - Attach a detailed letter and supporting documentation to support the circumstance.

STEP 2: ATTACH A LETTER OF EXPLANATION

- A detailed letter explaining your special circumstances and date your income was reduced.

STEP 3: ATTACH VERIFICATION DOCUMENTS

- Include a completed Dependent or Independent Verification Worksheet.
- 2013 IRS tax transcript and copies of all 2013 W2's. Dependent students will also need a tax transcript for their parents, and married students will need a tax transcript for their spouse (if not filed jointly).

STEP 4: COMPLETE CERTIFICATION STATEMENT - *Your signature on this document confirms your acknowledgement of the following:*

- The information submitted for review is true and correct to the best of your knowledge.
- You have read each section and have provided the required documentation.
- Additional documentation may be required upon request.
- Underestimating the projected income could result in reduced eligibility, repayment of aid, or both, in this year or next year.
- Changes resulting from this review do not guarantee an increase in aid.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

RRAAREQ Code: SPEC