UNIVERSITY OF PITTSBURGH AT JOHNSTOWN
2013-2014 REDUCTION OF INCOME

Please allow 6-8 weeks for your reduction to be processed.

Student's Name _____ ID# _____

Phone# _____ Email _____

Do not submit this form unless you have already filed a 2013-2014 Free Application for Federal Student Aid (FAFSA) and received a copy of your results. Financial need is normally based on each student's or family's gross annual income for the previous tax year. If your income has recently decreased, we may be able to reevaluate your financial need based on your projected gross income for the 2013 tax year (January 1, 2013 to December 31, 2013).

All students who request a Reduction of Income, must complete Verification. Through the Verification process, we will be able to compare your family's 2011 Federal Income Tax information against the information reported on your FAFSA and make any necessary adjustments. Along with your family's 2011 Federal Income Tax information, you are required to submit the Pitt-Johnstown Verification Worksheet. Please be advised that your Reduction of Income will not be processed until the Verification process is complete.

No reductions will be processed after February 15, 2014 and only <u>one</u> reduction request per year will be considered. This form will be used to reevaluate your eligibility for Federal Student Aid, including the Pell Grant, Federal SEOG, the Perkins Loan, Federal Work-Study, and Stafford Loan programs. Our office will notify you once your reduction is processed. If you wish to have the information pertaining to your PHEAA State Grant reevaluated, please contact the PHEAA Grant Division at 800-692-7392, or download PHEAA's Reduced Income forms at www.pheaa.org.

Ineligible Circumstances
Including, but not limited to:

- Tuition paid for elementary or secondary private schooling
- Unusual expenses related to personal living (i.e. wedding expenses, VISA/Mastercard bills, home mortgages, school loan payments, car payments, other miscellaneous consumer expenses)
- Sabbatical leave or faculty overload reductions
- Cashing in 401(k)
- One year bonus incomes such as lottery winnings, pension payments (unless rolled over), legal awards, inheritances, etc., this also includes income received due to the sale of personal property
- Families who had reductions processed in 2012-2013 and grossly underestimated their 2012 income.
- Your Expected Family Contribution (EFC) is 0.
- You voluntarily resign from your job or you are fired.

The information initially provided on your FAFSA may not be updated if your reduction of income is not significant, appears inconsistent, or seems inadequate to support your family size. If the reason you are requesting a reduction is listed above, <u>do not</u> complete this form. If you are uncertain whether or not your situation meets the criteria for a reduction in income, please contact our office at 814-269-7045 or 800-881-5544.

Please complete all the required information appropriate to your situation. If you are a dependent student, you must provide information for yourself and your parent(s). If you are an independent student, you must provide information for yourself and your spouse (if married). Incomplete forms will not be updated. Be sure to provide a written explanation, documentation to support your explanation (see page 4 for a complete list of acceptable documentation), and all required signatures. **If any of the information that you submit on this form changes, you are responsible for notifying the Student Aid Office in writing with the corrected information.**

Return completed forms to the Financial Aid Office, 450 Schoolhouse Road, 114 Blackington Hall, Johnstown, PA 15904 or fax forms to 814.269.7061.

SECTION I — CHANGES IN INCOME

- Will your gross income in 2013 be less than what was actually earned during 2012?
  _____ Yes _____ No

- If 'yes,' whose income decreased? (Check all that apply)
  _____ Student _____ Student's Spouse
  _____ Student's Mother/Stepmother _____ Student's Father/Stepfather

- If 'no,' do not submit this form to the financial aid office because no reduction of income is present.

Have you filed a reduction of income in a previous year? _____Yes _____ No

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SECTION II — BASIS FOR FILING A REDUCTION OF INCOME
Please select the basis for filing this reduction of income from the list of reasons below (check all that apply). Use Section IV of this form to give a detailed explanation.

Please note that you are required to submit documentation to support your request for a reduction in income. A complete list of acceptable documentation can be found on page 4.

_____ **Loss of Employment or Change in Employment Status**
- Since you have completed the 2013-2014 FAFSA, a member of your family has experienced a change in employment status due to a plant shutdown, termination, layoff, disability, retirement, etc. **This person must be out of work for at least <u>10 weeks</u> in 2013 before you can submit this form to the Financial Aid Office.**

_____ **Loss of Untaxed Income or Benefits**
- Since you have completed the 2013-2014 FAFSA, a member of your family has lost some type of untaxed income or benefits. Untaxed income includes workman's compensation, child support, pensions and annuities, etc.

_____ **Separation or Divorce**
- Since you have completed the 2013-2014 FAFSA, a separation or divorce has occurred within your family.
  Date of separation or divorce ____/____/____
  Mo Day Year
  Parent with whom you now reside_____

_____ **Death of Parent or Spouse**
- Since you have completed the 2013-2014 FAFSA, a parent or spouse has passed away.
  Date of death _____/_____/_____ Relationship to applicant_____
  Mo Day Year

_____ **Military Discharge**
- You served in a branch of Armed Services and have recently been released from active duty.

_____ **Other**
- You have experienced a reduction of income during 2013 and one of the above situations does not define your reduction of income. Use Section IV to give a detailed explanation of your reduction of income.

SECTION III — EXPECTED INCOME AND BENEFITS

Please provide the amounts of all income, both taxed and untaxed, that you and your family expect to receive between **January 1, 2013 and December 31, 2013.**

2013 EXPECTED GROSS TAXED INCOME	Student's Yearly Income	Spouse's Yearly Income	Father's/ Stepfather's Yearly Income	Mother's/ Stepmother's Yearly Income
Wages, salaries, tips, severance pay, disability payments, and other income from work				
Unemployment compensation				
Interest and dividend income and capital gains				
Pensions and annuities				
Business or farm income				
Income received from rents after expenses paid for mortgage interest, taxes, and insurance				
Alimony which will be received				
Any other taxed income				
TOTAL 2013 GROSS TAXED INCOME				

2013 EXPECTED GROSS UNTAXED INCOME	Student's Yearly Income	Spouse's Yearly Income	Father's/ Stepfather's Yearly Income	Mother's/ Stepmother's Yearly Income
Contributions to tax-deferred pension/ savings plans				
Retirement or disability benefits				
Workers' compensation				
Child support which will be received for ALL children.				
Untaxed portion of pensions				
Housing food and living allowances for clergy, military, and others				
Veteran's non-education benefits, and VA educational work-study allowances				
Any other untaxed income				
TOTAL 2013 UNTAXED INCOME				

SECTION IV — HOUSEHOLD SIZE AND NUMBER IN COLLEGE

Please indicate your household size and the number of household members who will be attending college at least 1/2 time during the 2013-2014 academic year. Dependent students should not include parents when figuring the number in college.

_____ Household size _____ Number in college

SECTION V — EXPLANATION OF REDUCTION OF INCOME

Please explain your selection from Section II below. Be sure to include all relevant information including the dates that the circumstance occurred and other information that you feel would justify this reduction in income. If you need additional space, continue on a separate sheet of paper. Please print or type your remarks.

_____

_____

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SECTION VI — REQUIRED DOCUMENTATION

Below is a list of acceptable documentation. Completed Reduction of Income forms submitted without acceptable documentation **will not be processed.**

Loss of Employment or Change in Employment Status

- Letters from your previous employer stating termination dates and 2013 earnings to date —on letterhead, signed, and dated, letters from current employers stating expected earnings for 2013— on letterhead, signed, and dated, an unemployment recap showing amount of benefits received and the expected amounts to be received in 2013.

Loss of Untaxed Income or Benefits

- A copy of a letter from the agency that provided benefits, detailing the termination of benefits.

Separation or Divorce

- Divorce - a copy of the divorce decree.
- Separation – a copy of the legal separation document OR a signed statement from your attorney, showing the date of separation.

Death of Parent or Spouse

- A copy of the death certificate OR obituary notice.

Military Discharge

- A copy of your release documentation (DD214 Member-4).

SECTION VII — SIGNATURES

All the information on this form and the supporting documentation are true and complete to the best of my knowledge. I do understand that if I purposely give false or misleading information that I may be subject to a fine, imprisonment, or both. If any of the figures used on this form change, I understand that it is my responsibility to contact the Financial Aid Office in writing with the corrected information.

Student's signature _____ Date _____

Spouse's signature _____ Date _____

Parent's signature _____ Date _____