



Financial Aid Office
 921 Ribaut Road-PO BOX 1288
 Beaufort, S.C. 29901-1288
 Phone 843.470.5961
 fax843.525.8285
www.tcl.edu

2020-2021
Request for Income Status Change

Student Name: _____ **TCL Student ID:** _____

Address, City, State, Zip: _____

TCL Email Address: _____ **@my.tcl.edu** **Phone:** _____

The staff at the TCL Financial Aid Office can use professional judgment to make adjustments on your Free Application for Federal Student Aid (FAFSA) because of unusual circumstances. To be considered, you will have to provide enough documentation to support the adjustment. The Financial Aid Administrator’s decision as to whether or not to make changes is final and cannot be appealed to the U.S. Department of Education or any other entity. Listed below are EXAMPLES of circumstances that can *sometimes* warrant a review. Other circumstances and may also be considered. Documentation must be attached at the time of submitting this form in order for a request to reviewed.

Reason for Appeal:

- Unemployment of student/spouse/parent in 2019 or 2020.
- Death of parent/spouse after completing the 2020-21 FAFSA
- Divorce (or pending divorce) of parents/spouse after the student has filed the 20-21 FAFSA
- A parent/student/spouse lost the job that she/he held in 2018 and is now employed in a lower-paying position.
- A parent, student, or spouse was working full-time in 2018 but is only working part-time now.
- Disability of student/spouse/parent.
- Unusual and necessary medical/dental expenses.

*******Documentation Must be Provided See Page Two (2) for Examples*******
Request will not be considered without documentation attached. Documentation should verify or prove what you state as your reason for the appeal. Failure to provide adequate documentation will result in your review being denied.

Review Timeline:

Financial Aid Administrators will attempt to review your submission as quickly as possible. Normal processing time can take up to ten business days. Notification will be sent to your TCL Student Email Account after the review is complete. Submission of the form with your signature verifies that you have read the procedures above and that all your statements are true and accurate.

Certification Statement:

By signing below I certify that I have read the professional judgment request sheet. I also certify that all information provided both verbally and in writing are accurate and true. I understand that misrepresentation of information may result in repayment of federal and state aid received.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____
(if parent is person who was affected by income change)

Spouse Signature: _____ Date: _____
(required if spouse is person who was affected by income change)

STATEMENT OF NON-DISCRIMINATION The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regards to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief. Form Last Revised on 05/28/20 CRI: FAC20PJR Page 1 of 2

**2020-2021 TCL Office of Financial Aid:
Request for Professional Judgment-Income Status Change**

Documentation Checklist:

In order to have your request considered you **must submit the following:**

- A signed statement asking for a re-evaluation and explaining the situation and timeline in full detail.
- A copy of the 2018 and 2019 Federal Tax Return Transcripts for the student/parent/spouse *as applicable*. (If the IRS Data Retrieval Tool was used when completing your FAFSA this information is not required. This means you connected to the IRS while doing your FAFSA and transferred the information to your FAFSA from the IRS.)
- 2018 and 2019 W-2 forms for student/parent/spouse, as applicable
- 2020-2021 Verification Form.
- If unemployed and receiving unemployment benefits, confirmation of benefit amount. If not receiving benefit and request is related to loss of position, we require confirmation from the Unemployment Agency that you are NOT currently receiving benefits.
- Additional supporting documentation to verify the request.

In addition to the documents noted above, you may consider submitting the following information. We understand each student's situation is unique. All documentation will be reviewed and considered. The FA Administrator reserves the right to request additional documentation as well as the right to deny a request for failure to provide sufficient documentation.

Parent/Student/Spouse:

- Death certificate for deceased individual.
- Statements from current/previous employer verifying situation.
- Current paystubs for new employment positions and potentially paystubs from former position.
- Medical/Dental Bills
- Cancelled Checks
- Verification of severance packages
- Verification of retirement payouts
- Verification of all income received/receiving

Student Name: _____

TCL Student ID: _____

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