

# RIT | Office of Financial Aid and Scholarships

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## 2023-2024 UNDERGRADUATE CHANGED FAMILY CIRCUMSTANCE FORM

*(Graduate students contact graduate program coordinator for appeals)*

Student Name \_\_\_\_\_ University ID \_\_\_\_\_

Day Phone Number (\_\_\_\_\_) \_\_\_\_\_ Best time to reach you at this number \_\_\_\_\_

The purpose of this form is to document to RIT special circumstances that could not be reported on the FAFSA. Please complete Sections A-D unless otherwise noted and submit documentation to fully support your situation to expedite the evaluation process. *Note: the inability to liquidate assets, consumer indebtedness, mortgage payments, home improvement or property taxes are not considered a special circumstance for the purposes of this form.*

**SECTION A:** Please check the box(s) to the left that best identify your special circumstances. Provide documentation to verify your information.

SPECIAL CIRCUMSTANCE	DETAILS	REQUIRED DOCUMENTATION
<input type="checkbox"/> <b>Loss of Employment</b>	Your parent(s) or your earned income in 2022 or 2023 will be <b>significantly</b> less than in 2021 as reported on the FAFSA.	<ul style="list-style-type: none"> <li>• Copy of last pay stub showing year-to-date earnings.</li> <li>• Termination/layoff notice from employer, severance package, and a benefit notice from the employment office.</li> </ul>
<input type="checkbox"/> <b>Loss of Taxable/Untaxed Income</b> such as Alimony, business and farm income, capital gains, child support, pensions, annuities, social security, worker's compensation and/or other.	Your parent(s) or you received benefits in 2021 which have ceased or been reduced in 2022 or in 2023.	<ul style="list-style-type: none"> <li>• Documentation from agency stating total amount received in 2021 with termination date.</li> <li>• Documentation of updated 2022 or 2023 income amount.</li> </ul>
<input type="checkbox"/> <b>Separation or Divorce</b>	Your parents or you have separated or divorced AFTER submitting the FAFSA.	<ul style="list-style-type: none"> <li>• A copy of the divorce decree or separation agreement or proof of separate residences.</li> </ul>
<input type="checkbox"/> <b>Death of a Parent or Spouse</b>	A parent or spouse has died AFTER submitting the FAFSA.	<ul style="list-style-type: none"> <li>• Copy of death certificate or obituary.</li> </ul>
<input type="checkbox"/> <b>Other Financial Difficulty/Unusual Expense</b> such as funeral expenses, unreimbursed medical expenses, etc.		<ul style="list-style-type: none"> <li>• Complete Section B and D.</li> <li>• Submit supporting documentation, if possible.</li> </ul>

**SECTION B:** Please provide an explanation of your situation in detail. Attach additional paper/statement, as needed.

Student Name \_\_\_\_\_ University ID \_\_\_\_\_

**SECTION C:** Projected income and benefits from January 1, 2022 to December 31, 2022 and from January 1, 2023 to December 31, 2023 for individuals who report information on the FAFSA.

Income Source	Parent 1 Father/Stepfather Domestic Partner 1		Parent 2 Mother/Stepmother Domestic Partner 2		Student If married, provide spouse/domestic partner information separately	
	Name: _____		Name: _____			
	2022	2023	2022	2023	2022	2023
Wages, Tips, Salary	\$	\$	\$	\$	\$	\$
Interest and/or Dividend Income	\$	\$	\$	\$	\$	\$
Business/Farm Income	\$	\$	\$	\$	\$	\$
Worker's/Unemployment Compensation	\$	\$	\$	\$	\$	\$
IRA/KEOGH contributions	\$	\$	\$	\$	\$	\$
Untaxed pension contributions	\$	\$	\$	\$	\$	\$
Severance Pay	\$	\$	\$	\$	\$	\$
Retirement Benefits (including pensions and/or annuities)	\$	\$	\$	\$	\$	\$
Disability Benefits	\$	\$	\$	\$	\$	\$
Child Support Received	\$	\$	\$	\$	\$	\$
Alimony	\$	\$	\$	\$	\$	\$
Other: _____	\$	\$	\$	\$	\$	\$

**SECTION D:** Statement of Certification and Signature

The information provided on this form is true and complete to the best of my knowledge. I agree to provide additional documentation if requested. I further agree to notify your office of any error or omission. I understand that failure to comply with this agreement could result in forfeiture of financial aid. **A parent must sign if updating parent information. Student must sign if updating student information.**

\_\_\_\_\_  
 Parent signature (not electronic or digital)      Date      Student signature (not electronic or digital)      Date

Upload this form and documentation, to [www.rit.edu/aid/upload](http://www.rit.edu/aid/upload) or mail to our office.

**WARNING:** Per Federal regulation, if you purposely provide false or misleading information on this worksheet, you may be fined, sentenced to prison, or both.