



2021-2022 Change of Circumstances Appeal

[Financial Aid Website](#)

Phone: 253-288-3392

[Financial Aid Zoom Lobby](#)

Email: finaid@greenriver.edu

Appeal Information

The Financial Aid Office uses information from a student's FAFSA or WASFA application to create an initial financial aid package. Because the FAFSA and WASFA are based on tax and income information from prior years, we understand this information may not reflect your family's current financial circumstances. We have created this form to help you communicate your circumstances with our office, so we can potentially adjust your financial aid. It is helpful if you submit an appeal early in the financial aid process rather than waiting until you have received a financial aid offer letter in your email. If we are able to make adjustments to your financial aid offer, we will notify you via your preferred email selected in ctcLink.

Instructions

- ☐ File a 2021-2022 FAFSA or WASFA using 2019 tax and income information
- ☐ Provide a brief description of your financial circumstances on the next two pages of this form
- ☐ Upload this appeal along with requested documentation to the Financial Aid Office using [our secure document upload tool](#). Documents submitted via email will not be accepted for security reasons. Forms submitted without documentation will not be reviewed and adjustments cannot be made to a student's financial aid offer until the requested documentation is received.
- ☐ Check the preferred email you selected in ctcLink to ensure that you respond promptly to any emails or requests for documents from Financial Aid staff

Student Information

Last Name	First Name	M.I.	ctcLink ID #
Phone Number		Email Address	
Best Day and/or Time for Phone Call		Date of Change/Loss of Income	

Information about Circumstances

Did you/your family experience... (Check all that apply)	Please provide the following documentation in support of your request:
<input type="checkbox"/> Loss of employment	-State Unemployment Insurance Documentation or Letter of Termination from former employer -Copy of most recent pay stubs (if parent/student/spouse have since obtained a new job)
<input type="checkbox"/> Reduction in wages	-Copy of parent/student/spouse's most recent pay stub and a letter from employer indicating changed pay rate or reduction in hours
<input type="checkbox"/> Reduction in untaxed income of benefits (i.e. child support)	-Letter from the appropriate agency or authority that details the date benefits ended, type and amount of benefits received for 2020
<input type="checkbox"/> One-time income	-Proof of the one-time income (i.e. W2, tax schedules, 1099, etc.), and an explanation as to why it is not recurring
<input type="checkbox"/> Extraordinary medical or dental expenses not covered by insurance	-A copy of the Schedule A from the 2020 Income Tax Return, or an annual statement from your medical providers or insurer
<input type="checkbox"/> Divorce or separation	-A copy of legal separation or divorce papers, W2 wage statements, and clear documentation concerning expected child and/or spousal support payment of receipt
<input type="checkbox"/> Death of a parent or spouse	-A copy of the death certificate or obituary Documentation of any insurance payment expected to be received W2 wage statements for surviving parent or spouse
<input type="checkbox"/> Additional children and/or dependents who were not listed on the FAFSA or WASFA	-Complete the Household Verification Form located on the Forms Page of the Financial Aid website
<input type="checkbox"/> Other financial hardship not listed above	-A statement that outlines the nature and financial impact of your hardship, as well as documentation to support your statement.

Provide a brief description of why you are submitting an appeal

2020 Income and 2021 Projected Income

Please provide your 2020 earnings and your best estimate for your 2021 income

Parent's Financial Information After Loss of Income <i>Complete parent information only if the student is a dependent</i>	2020 Actual Income	2021 Projected Income
Parent 1 Total Income before Taxes		
Parent 2 Total Income before Taxes		
Parent's Other Taxable Income (ex. Alimony received, business income, rental income, unemployment capital gains, interest/dividends, etc.)		
Parent's Other Non-Taxable Income (ex. Child support, military benefits other than educational benefits, tax-deferred pensions, etc.)		
Student Income Information		
Student's Total Income before Taxes		
Spouse's Total Income before Taxes		
Student and Spouse's Other Taxable Income (ex. Alimony received, business income, rental income, unemployment, capital gains, interest/dividends, etc.)		
Student and Spouse's Other Non-Taxable Income (ex. Child support, military benefits other than educational benefits, tax-deferred pensions, etc.)		

Certification and Signatures

By signing this form, I certify that the information provided in this application and other financial aid documents is true and correct to the best of my knowledge. If requested, I agree to provide documentation to support the information I have provided on this form. I understand that purposely giving false or misleading information may result in fines, imprisonment, or both.

Student First and Last Name	Student Signature	Date
Parent First and Last Name (For Dependent Students)	Parent Signature	Date

Typed signatures will not be accepted. Signatures must be drawn electronically or signed with a pen. Contact our office if you are unable to provide a parent signature due to special circumstances.

Upload this appeal along with requested documentation to the Financial Aid Office using [our secure document upload tool](#). Documents submitted via email will not be accepted for security reasons. Forms submitted without documentation will not be reviewed and adjustments cannot be made to a student's financial aid offer until the requested documentation is received.