DELAWARE
COLLEGE OF ART
AND DESIGN

DCAD

600 N MARKET ST
WILMINGTON DELAWARE 19801
302.622.8000

INCOME ADJUSTMENT APPEAL 2010-2011

The Office of Financial Aid at the Delaware College of Art and Design may consider adjusting the income of the independent student or the income of the parents of a dependent student, if their income has changed drastically from the previous tax year. Please describe unusual circumstances and submit the documentation requested below to request a current academic year income adjustment on your Free Application for Federal Student Aid (FAFSA).

Circumstances given consideration:1) Student loss of all employment income for at least 10 weeks; 2) student loss of income due to spouse or parent(s) death, separation or divorce; 3) student or parent now disabled or retired; 4) student or parent no longer working full-time; 5) loss of temporary income such as settlement, severance pay, withdrawal from pension fund, savings etc.; 6) student loss of benefits such as Social Security income; and 7) student now on welfare, social security or public assistance.

Have you filed your current academic year FAFSA? ☐ Yes ☐ No
(If no, do not file your FAFSA until you receive a response to this appeal.)

SECTION A: Student Information (please print clearly):

FIRST NAME MIDDLE INITIAL LAST NAME

XXX-XX- _____
SOCIAL SECURITY NUMBER LAST FOUR DIGITS DATE OF BIRTH (MM/DD/YYYY)

PHONE CELL EMAIL

SECTION B

Describe special circumstances for your income adjustment appeal

_____

_____

_____

Whose income changed? Check applicable box

Student: ☐ Income changed _____ DATE OF CHANGE ☐ Lost job _____ DATE OF JOB LOSS

Spouse: ☐ Income changed _____ DATE OF CHANGE ☐ Lost job _____ DATE OF JOB LOSS

Father: ☐ Income changed _____ DATE OF CHANGE ☐ Lost job _____ DATE OF JOB LOSS

Mother: ☐ Income changed _____ DATE OF CHANGE ☐ Lost job _____ DATE OF JOB LOSS

List all employers this person worked for in 2009

_____

_____

_____

Amount of income or unemployment benefits received weekly _____

LAST NAME

Date of retirement, part-time retirement, or disability _____

Date student started receiving welfare or public assistance _____

SECTION C: Documentation (please check box of applicable documents that are provided with this appeal)

- ☐ Copy of 2009 tax return.
- ☐ Printout from unemployment documenting the weekly amounts received in 2009-2010.
- ☐ Last pay stub from all jobs worked.
- ☐ If no longer receiving unemployment or if benefits will end before December 31, 2010, document how student/spouse, parent will be supported.
- ☐ W2 form of the student and/or spouse or parent still employed.
- ☐ Documentation that you or your parent has been unemployed for at least 10 weeks.
- ☐ Report or letter of support from the Division of Child Support or the person(s) providing your support for 2009-10. Detail amount of support expected to be received.
- ☐ Death certificate of the deceased person.
- ☐Documentation of 2010 income from work, welfare, etc. such as a letter from current employer indicating estimated earnings for 2010 (must be on company stationary and must be for the period January 1, 2010 to April 1, 2011).
- ☐ Documentation verifying that the one time income is no longer being received (must be on company stationary and must be for the period January 1, 2010 to April 1, 2011).
- ☐ Documentation of amount received from welfare, social security, etc received by all members in the family.
- ☐ Child support income terminated after child age 18 graduates high school – attach copy of MD Child Support Emancipation letter or notice.

SECTION D: Review Procedures

All submitted documentation will be reviewed by the Financial Aid Director to determine if the student will be granted the appeal.

An official *Appeal Status Notification* of the Financial Aid Director's decision will be sent to the student within 30 days of receiving the Appeal Application, along with an explanation of any further actions necessary to complete his/her application for aid.

If the income adjustment appeal is approved and the student has already completed a FAFSA for the year under review and the Financial Aid Director or Counselor will make any necessary corrections electronically to the student's original FAFSA form and repackage the student's financial aid contingent upon the updated FASFSA Student Aid Report (SAR). Once repackaged, the Financial Aid Office will send the student an updated financial aid award letter.

If the income adjustment appeal is approved and the student has not completed a FAFSA for the year under review, the Financial Aid Director will update the student's FAFSA after the student has completed and submitted a FAFSA and results are retrieved by the financial aid office. Financial Aid Director or Counselor will then make any necessary corrections electronically to the student's original FAFSA form and repackage the student's financial aid contingent upon the updated FASFSA Student Aid Report (SAR). Once repackaged, the Financial Aid Office will send the student an updated financial aid award letter.

If the income adjustment appeal is denied, the student's FAFSA will not be updated and the student's financial aid will remain as already packaged or the unadjusted FAFSA information will be used to package the student's financial aid.

All documentation will be maintained in the student's financial aid file for the given year.

This appeal is valid only for the 2010-2011 Academic Year

PLEASE NOTE: THE FINANCIAL AID DIRECTOR'S DECISION IS FINAL AND CANNOT BE APPEALED TO THE U.S. DEPT. OF EDUCATION.

I certify that the information listed on this income adjustment form and all supporting documents concerning my request for an income adjustment are correct and complete and that I have read and understand the review procedures.

_____ _____

STUDENT SIGNATURE DATE PARENT OR SPOUSE SIGNATURE DATE

Submit this form and all supporting documents to the Financial Aid Office.

Mailing address: Delaware College of Art and Design
600 N Market Street
Wilmington, DE 19801

Fax: 302-622-8870