



FINANCIAL AID OFFICE

San Diego Mesa College, 7250 Mesa College Drive, I3-100 • SAN DIEGO, CA 92111-4996 (619) 388-2817 • Fax (619) 388-2824

2011-2012

INCOME REDUCTION REQUEST

#26

Name of Financial Aid Applicant: _____

CSID: _____

LAST FIRST M.I.

A. Explanation of Special Circumstances

The Financial Aid Office will review the following information to determine whether or not your eligibility for financial aid for the 2011-12 academic year will be based on projected income rather than on 2010 income. For serious consideration, you **MUST** attach a thorough and meaningful statement that clearly explains your (and your family's) special circumstances. Please specify if you received unemployment benefits, the date of receipt, and the amount.

Requests must be submitted no later than two weeks before your last date of attendance. *Requests will not be accepted during the last 2 weeks of any terms.*

PLEASE ATTACH A COPY OF YOUR 2010 FEDERAL TAXES & ALL W2'S WITH THIS REQUEST. A 2010 & 2011 Federal Tax Transcript with all W2's will be required for all requests submitted after January 1, 2012.

B. Indicate By Checking Below Reason(s) for Request.

Reason For Income Reduction	Date of Occurrence	Student/Spouse	Parents	Documentation Required
Loss/Reduction of Work				Award Letter from EDD and/or Letter from Employer, AND 3 most current pay stubs.
Separation/Divorce				Legal document, Proof of Current Income of Student or Custodial Parent.
Illness/Disability				Medical Statement, Proof of Current Income such as Disability Insurance Doc., etc.
Loss of Benefits				Agency Notification (as required to report on the FAFSA).

[NOTE: Request Forms that are incomplete and/or missing any required documentation **will not be** processed and will be returned in the mail to the address on record.]

C. Projected Gross Income	Student	Spouse (if married)	Mother	Father
JANUARY 2011				
FEBRUARY 2011				
MARCH 2011				
APRIL 2011				
MAY 2011				
JUNE 2011				
JULY 2011				
AUGUST 2011				
SEPTEMBER 2011				
OCTOBER 2011				
NOVEMBER 2011				
DECEMBER 2011				
TOTAL 2011				

D. Certifications & Acknowledgments

- I/We understand that if this request to use projected 2011 income is approved, I/we will promptly notify the San Diego Mesa College Financial Aid Office of any changes in the information provided above.
- I/We understand that I/we will also be required to provide a Federal Tax Transcript of my 2011 US Income Tax Return no later than April 18th, 2012 [if not already submitted with a request as required after January 1, 2012].
- I/We understand that if the 2011 income verified differs from the projected amounts indicated above, the financial aid awarded will be adjusted and I/we will be responsible for repaying any overpayment received.

I/We certify that the information above is true and correct to the best of my/our knowledge. Explanations regarding your spouse or parents' change of income must be signed by your spouse or parents.

Student's Signature _____ Date _____

Father's Signature _____ Date _____

Spouse's Signature _____ Date _____

Mother's Signature _____ Date _____



SAN DIEGO MESA COLLEGE

7250 Mesa College Drive
San Diego, California 92111-4998

Office of Financial Aid 619-388-2817 FAX 619-388-2824

Financial Aid Office Hours

FALL & SPRING SEMESTERS

M - TH 8:00 - 6:00

F 8:00 - 12:00

SUMMER SESSIONS

M - W 8:00 - 6:00

TH 9:00 - 6:00

F CLOSED

2011-2012

REQUEST for INCOME REDUCTION OVERVIEW

The Federal Department of Education allows the Financial Aid Office to use professional judgment to reevaluate Federal Aid eligibility, taking into consideration situations not reflected in the initial FAFSA (Free Application for Federal Student Aid). If you [and/or your family as reported on the FAFSA] **have experienced an extenuating circumstance that was beyond your control**, this process can allow for the evaluation of 2011 income if it will be lower than your 2010 income to determine potential Financial Aid eligibility. If approved, the approval is good only for awards made for attendance at San Diego Mesa College.

STEPS TO PROCESS

- 1) Complete the 2011-12 FAFSA providing accurate income information for the 2010 calendar year as the FAFSA requires. The results of FAFSA must be received by the San Diego Mesa College Financial Aid office before the Income Reduction Request form can be reviewed. *NOTE: The FAFSA will take 2 or more weeks to arrive.*
- 2) Provide the completed 2011-2012 Income Reduction Request form to the San Diego Mesa College Financial Aid Office. **Attach a SEPARATE detailed written explanation** for each party requesting an Income Reduction evaluation, along with all documentation required based on the Section B chart of the form. Attach copies of any documents (i.e. pay-stubs, agency letters) you are including with the form as these become part of your permanent financial aid file.
IMPORTANT-Be specific in your letter[s] regarding beginning and ending dates of employment, receipt or loss of benefits, or any other changes.
Provide a signed copy of your 2010 federal [US] 1040 tax return (if filed) with all W2's, fill in and submit the Verification Worksheet(s) for 2011-12 award year if you have not already done so. **A 2010 & 2011 Federal Tax Transcript with all W2's will be required for all requests submitted after January 1, 2012.**
- 3) The Department of Education must have accurate information on your FAFSA before we can evaluate this request form. If discrepancies are found, the FAFSA will be corrected first in preparation for the Income Reduction Request process.
- 4) If approved, your FAFSA will be updated by the San Diego Mesa College Financial Aid office and sent electronically to the federal processor for a revised official eligibility result (EFC-Expected Family Contribution).
- 5) After your FAFSA is updated, approximately two to three weeks later the federal processor will provide an electronic response to the College. This result will be used to finalize your eligibility. An award notification letter will be sent to you from the San Diego Mesa College Financial Aid Office indicating the potential new award. You will also receive an updated Student Aid Report (SAR) from the federal processor. Keep this SAR for your own records.
- 6) Payments for any additional grant eligibility will be made based on the scheduled disbursement calendar posted on-line at: <http://sdmesa.edu/financial-aid/index.cfm>.
- 7) Steps 1 - 5 must be completed at least 2 weeks prior to; a) your last day of attendance OR b) the last business day of the semester you are enrolled, whichever comes first.