

Petition for Income Reduction 2023-2024

Website: financialaid.highline.edu

Email: financialaid@highline.edu

Where to submit this form: You can submit this form using our [Document Upload Form](#)



Use this form AFTER you receive an Award Letter or notice of ineligibility based on financial need calculations.

Student Information

Last Name	First Name	Date of Birth (mm/dd/yyyy)	Student ID Number
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Income Change Request Information

Students and their families who experienced a significant loss of income during the 2023 calendar year may request an adjustment to income which could decrease their Expected Family Contribution (EFC) as determined by the FAFSA. The individual with the income loss must meet the eligibility criteria, and then the applicable member(s) of the household with the income loss must complete this worksheet and provide the requested documentation to the financial aid office before an income reduction request will be reviewed. Incomplete forms or missing documents will result in delays pending a request to provide more details or a denial of the request.

Eligibility Criteria Examples:

- Loss of income due to an involuntary layoff, decrease in work hours or pay rate reduction that occurred between January 1, 2023–December 31, 2023
- Loss of income due to leaving a job that violated your legal rights. Examples include, harassment and unsafe work conditions—this must be documented by a third party such as former co-worker, Human Resources official, or other verifiable documentation.
- Early withdrawal of an Individual Retirement Account showed as income for 2021 but the proceeds were used to pay for rent, mortgage or medical expenses in 2021.

❖ **Dependent Student** (if you were required to list parental information on the FAFSA) please check the box(es) below and include the name of those who experienced the income reduction:

Student (you)

Parent / Step-Parent Name(s) _____

OR

❖ **Independent Student** (if you were not required to list parent information on the FAFSA) please circle and name those who experienced the income reduction:

Student (you)

Spouse _____

Required Documents

Explanation of special circumstances

The individuals indicated above must write a separate statement detailing—in chronological order—when, how and why their 2023 year-to-date income will be significantly lower than the 2021 income. Include in the statement the start and end dates of all jobs they held in 2023, any income they earned in cash not documented on a pay-stub, and the start and end date for any unemployment or other public assistance benefits received to date in 2023. Provide enough detail to clearly represent your situation as it is likely that incomplete or unclear statements will result in a denial of this request.

Provide your written statement explaining the details:

Provide additional pages as necessary.

Specific documentation to provide (include all that apply to your case):

- W-2 and 1099 income forms for tax year 2023.
- Completed IRS 1040 for tax year 2023 with all applicable schedules and attachments. If you have not yet completed the annual tax return, we cannot approve an income reduction request until you have done so and provided all applicable documentation.
- Copy of any Unemployment Benefit payment year-end statements for 2023.

Signature

I affirm that the information provided in this application and other financial aid documents is true and correct to the best of my knowledge. I agree that I have reviewed, understand and agree to the conditions, responsibilities and obligations in order to receive financial aid for the 2023-2024 academic year as stated in the Conditions of Award, and Satisfactory Academic Progress Policy available on the Financial Aid website. I also understand that until fully processed, all tuition and fees due are my responsibility and the Financial Aid Office will not hold my classes pending the outcome of this request.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

ALLOW 4 WEEKS FOR PROCESSING ANY CHANGES. THIS TIMELINE WILL BE LONGER IF INCOMPLETE.

Only one income change request is permitted during your enrollment at highline college. If income will be lower in a later award year, you cannot request an income change again.

The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). Students who need disability accommodations should contact Access Services in Building 25, 5th Floor, room 531, email: access@highline.edu, phone: (206) 592- 3857 TTY (206) 592-4853, VP (253) 237-1106.
