

2024-2025 Income Reduction Form

Website: financialaid.highline.edu



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

How to check your status online: Go to your [Financial Aid Portal](#)

Student Information

Last Name	First Name	Date of Birth (mm/dd/yyyy)	ctcLink ID Number
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Instructions and Questions

By completing this form, the Financial Aid Office will review your 2024 income and assets and if beneficial to the student, will update the 2024-25 FAFSA income information with the provided 2024 income. Students may only receive one income reduction at Highline College.

This process usually takes 30 days, and will require the student to provide more information once processing begins. Students must check their ctcLink Student Portal Message Center and respond as instructed. The Financial Aid Office will deny the Income Reduction Request if the student does not respond within 10 days of any inquiry sent to them in the Message Center. You will receive an approval or denial response through the Message Center.

Who Had the Income Reduction from 2022 to 2024?

- Student
- Student's Spouse
- Parent or Step Parent Contributor on the student's FAFSA

What Caused the Income Reduction?

- Lost Job
- Employer Reduced Available Hours
- You quit your job
- You asked for a reduction work hours
- Divorce or Separation: Date of Divorce or Separation: _____
- Sold one time asset in 2022

Use the space below to provide dates and a written explanation of what caused your income reduction. If you quit your job or asked for a reduction in hours, please provide a detailed explanation of the circumstances.

Use the space below to indicate all financial social services you received in 2024. For example, food stamps, TANIF, SECTION 8 Housing, religious charity, etc.

Required Documentation—SUBMIT ALL DOCUMENTS AT THE SAME TIME

Provide the following documentation for the person you identified as having the income reduction. Ensure that all documents have the student's name and ctclink ID number on them.:

- Copy of most recent pay stubs for all jobs worked in 2024 and/or;
- Copy of 2024 W2s for all jobs worked in 2024 and/or;
- Copy of completed 2024 1040 Federal Tax Return.
- Year to date of all Unemployment Benefits received in 2024

AND

- Copy of most recent bank statements that show checking and savings account information
- Copy of severance package
- Copy of termination letter, hour reduction letter, resignation letter, information regarding the sale of one time asset

INCOMPLETE FORMS THAT DO NOT INCLUDE ALL OF THE ABOVE APPLICABLE DOCUMENTS WILL RESULT IN AN AUTOMATIC DENIAL OF THE INCOME REDUCTION REQUEST.

Signature

I am a Workforce Education funding recipient and I would like the information I provided here made available to the Highline College Workforce Education Services Office (WES) if requested by WES or myself.

- YES
- NO

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 2024-2025 academic year as stated in the Conditions of Award, and Satisfactory Academic Progress Policy available on the Financial Aid website. I also understand if I submit all required items after the published deadline, tuition is my responsibility and the Financial Aid Office will not hold my classes.

Student Signature: _____ **Date:** _____

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.
