

Clayton State University

Request for an Income Adjustment

2000 Clayton State Blvd.
Edgewater Hall, 102
Morrow, Georgia 30260

2021-2022

678-466-4185 (Main)
678-466-4189 (Fax)

Student's Name: _____

Laker ID#: _____

The 2021-2022 FAFSA requires income and asset information from the 2019 tax return be used to determine financial aid eligibility. We recognize that there are some changes in income or family situations that may not be reflected accurately by the 2019 income. Therefore, it is possible to appeal your financial aid eligibility based on some limited circumstances beyond your control. All requests must be accompanied by supporting documentation.

Clayton State University's Office of Financial Aid does not make adjustments for unusual expenses; however, consideration is given when someone whose information is reported on the FAFSA has had a reduction in income for 6 months or longer due to extenuating circumstances. Professional judgment allows financial aid administrators to replace the tax information with more current income in those documented cases. Requests are reviewed on a case by case basis. Income adjustments are never guaranteed, and the determination made by the Office of Financial Aid is final.

NOTE: Income adjustments are not considered for situations such as a voluntary change in job status, retirement, termination for cause, removal of income from retirement funds, etc. Adjustments will not be made solely based on the fact that you earned less money in 2020.

Please check the reason you are requesting an income adjustment for the 2021-2022 academic year and provide the required documentation. **Once reviewed, additional documentation may be requested.** Please continue to check the DUCK Message Portal for additional information.

Check Reason	Documentation Required
<input type="checkbox"/> Loss or change in employment (involuntary and not for cause)	<ul style="list-style-type: none">• 2021-2022 Request for Income Adjustment form• Detailed letter explaining your circumstances (signed and dated)• Letter from former employer(s) stating the last date of employment• Copy of letter from Georgia Department of Labor with determination of unemployment compensation• Copy of last paystub(s) from former employer(s) and current employer(s) if applicable or documentation of severance package if not on paystub• IRS Tax Transcript for 2020 if filed at time of request.• All documents requested on Required Action Letter – Parts A and B if applicable
<input type="checkbox"/> Loss or change in income other than employment (child support, social security, untaxed income, etc.)	<ul style="list-style-type: none">• 2021-2022 Request for Income Adjustment form• Detailed letter explaining your circumstances (signed and dated)• If benefit is terminated, provide documentation of monthly benefit amount and date of benefit termination• If benefits are reduced, provide documentation of original amount, date of reduction and reduced amount.• IRS Tax Transcript for 2020 if filed at time of request• All documents requested on Required Action Letter – Parts A and B if applicable
<input type="checkbox"/> Death of parent or spouse	<ul style="list-style-type: none">• 2021-2022 Request for Income Adjustment form• Detailed letter explaining your circumstances (signed and dated)• Copy of death certificate• All documents requested on Required Action Letter – Parts A and B if applicable
<input type="checkbox"/> Other	<ul style="list-style-type: none">• 2021-2022 Request for Income Adjustment form• Detailed letter explaining your circumstances (signed and dated)• Documentation supporting change• IRS Tax Transcript for 2020 if filed at time of request• All documents requested on Required Action Letter – Parts A and B if applicable

I certify that the information listed on this form and all supporting documents are accurate. I also understand that all requested documentation must be submitted before my request will be reviewed, and that the determination made by the Office of Financial Aid is final.

Student's Signature: _____ Date: _____

Parent's Signature (if dependent): _____ Date: _____

Please note that processing may take up to 2 weeks after your file is complete and may take longer during peak times.