

Student name \_\_\_\_\_

RUID or A number \_\_\_\_\_

**Before petitioning for a Change in Family Circumstance, a completed 2020-2021 Free Application for Federal Student Aid (FAFSA) must be on file with Rutgers University.**

**You should only submit this form if one of the circumstances below or on the following page applies to you. If at least one of the circumstances does apply, you will need to submit all documentation listed under that circumstance. If none of these circumstances apply, do not submit this form.**

**Please provide a detailed statement explaining your circumstance and reason for this request.**

» Select at least one of the following circumstances that applies:

Divorce or Separation

Loss of Unemployment

Loss of Parent/Spouse

Loss of Taxed/Untaxed Income

Reduction in Wages

Retirement

Unemployment

Permanent Disability

You must also submit the following information and documents applicable to your circumstance:

**Divorce or Separation:**

Date of divorce/separation: \_\_\_\_\_

*Please submit proof of separate residencies (i.e. lease, mortgage statement, utility bill or driver's license)*

Tax Return Transcript or copy of signed, dated IRS 1040

All W-2 forms

Divorce decree

**Loss of Parent/Spouse:**

Death certificate

Tax Return Transcript or copy of signed, dated IRS 1040

All W-2 forms

**Reduction in Wages:**

Letter explaining reduction of income (who lost income, when loss occurred, circumstances surrounding loss)

Copy of last (2) pay stub(s) received with year to date income for 2020 for the affected family member.

**\*Please note, for self employment and business income, quarterly estimated tax payment records (Tax Form 1040-E or 1120-W) and worksheet may be requested.**

**Unemployment:**

Unemployment benefits determination letter

Copy of last (2) pay stub(s) received with year to date income for 2020 for the affected family member.

Severance pay document, if received

» **Please submit the required information and documents applicable to your circumstances.** You should only submit this form if one of the circumstances below applies to you. If at least one of the circumstances does apply, you will need to submit all documentation listed under that circumstance. If none of these circumstances apply, do not submit this form.

**Loss of Unemployment:**

- Unemployment benefits determination letter
- Copy of last (2) pay stub(s) received with year to date income for 2020 for the affected family member.
- Unemployment benefits termination letter

**Loss of Taxed/Untaxed Income:**

*(includes and is limited to child support, alimony, disability, worker's compensation social security benefits)*

- Name of person who lost the benefit: \_\_\_\_\_
- Type of benefit lost: \_\_\_\_\_ Date of benefit loss: \_\_\_\_\_
- Total amount received in 2020: \_\_\_\_\_

**Retirement:**

- Name of retired person: \_\_\_\_\_ Date of retirement: \_\_\_\_\_
- Proof and amount of pension (if applicable)
- Proof of monthly Social Security benefits (if applicable)
- Copy of last (2) pay stub(s) received with year to date income for 2020 for the affected family member.

**Permanent Disability:**

- Name of person on disability: \_\_\_\_\_ Date of permanent disability: \_\_\_\_\_
- Proof of weekly or monthly amount of disability/worker's compensation/Social Security benefits
- Copy of last (2) pay stub(s) received with year to date income for 2020 for the affected family member.

**Signatures**

We certify that all the information reported on this worksheet is complete and correct. We understand that incomplete or missing documents or forms can result in a delay of the aid process. **Note:** if you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both.

Print student name	Parent signature	Date
Student signature	Spouse signature	Date

**Return this form to your regional Office of Financial Aid.**  
**For office hours and locations, visit:**  
[\*\*financialaid.rutgers.edu/contact\*\*](http://financialaid.rutgers.edu/contact)