

Step IV: Required Documentation Checklist

Choose the appropriate selection below that coincides with your selection in Step 1

A. Unemployment or change in employment

Please submit the following documents to the Office of Financial Aid

- Who has been out of work? Student Spouse Parent(s)
- Typed, detailed statement explaining situation (give dates).
 - Departure letter from previous employer
 - Letter from EDD showing unemployment benefits (dollar amounts and dates)
 - Copy of last pay stub
 - Copies of previous and current year Federal Income tax return and W-2's
 - Other _____

B. Divorce / Separation

Please submit the following documents to the Office of Financial Aid

- Who is divorced or separated? Student/Spouse Parents
- Typed, detailed statement explaining situation (give dates)
 - Proof of legal separation or divorce
 - Copy of Federal Income Tax Return and W-2's from primary parent, or student/spouse (_____ year).
 - Other _____

C. Death of spouse or parent(s)

Please submit the following documents to the Office of Financial Aid

- Who is deceased? Spouse Parent(s)
- Typed, detailed statement explaining situation (give dates)
 - Copy of death certificate(s)
 - Copies of previous and current year Federal Income tax return and W-2's
 - Other _____

D. One-time lump sum (i.e., inheritance, bonus pay, IRA or pension distribution) during the previous year

Please submit the following documents to the Office of Financial Aid

- Who received a one-time lump sum of income? Student Spouse Parent(s)
- Typed, detailed statement explaining situation (give dates)
 - Documentation showing one-time lump sum (i.e. check stub, letter from employer, etc)
 - Copies of previous and current year Federal Income tax return and W-2's
 - Other _____

E. Disability of student, spouse or parent

Please submit the following documents to the Office of Financial Aid

- Who has lost income due to disability? Student Spouse Parent(s)
- Typed, detailed statement explaining situation (give dates)
 - Evidence of loss of earnings (letter from employer on company letterhead)
 - State disability benefit approval/denial letter
 - Workers Compensation or Private Carrier benefit approval/denial letter
 - Copies of previous and current year Federal Income tax return and W-2's
 - Other _____

F. Loss of untaxed income or benefits

Please submit the following documents to the Office of Financial Aid

- Who has lost untaxed income? Student Spouse Parent(s)
- Typed, detailed statement explaining situation (give dates)
 - Evidence of loss of untaxed income or benefits (court decisions, letters of denial of benefits, etc)
 - Copies of previous and current year Federal Income tax return and W-2's
 - Other _____

Note: If requested documentation is not returned with this form, your request cannot be processed