@ | UTSA ID | Student's Last Name | Student's First Name

2011-2012 UTSA Loss of Income

Office of Student Financial Aid and Enrollment Services (SFAES)
University of Texas at San Antonio, One UTSA Circle, San Antonio, Texas 78249-0687
1-800-669-0919 financialaid@utsa.edu www.utsa.edu/financialaid

DOCUMENTATION SUBMITTED BY FAX OR EMAIL WILL NOT BE ACCEPTED

This form can be used to report changes that have occurred since filing the 2011-2012 Free Application for Federal Student Aid (FAFSA). After completing all 4 sections of this form, please return it along with all required supporting documentation to the Office of Student Financial Aid and Enrollment Services (SFAES).

Instructions for completing this form:

- Attach a typed letter explaining your particular situation.
- Check one of the following conditions below and provide all requested documentation as required per condition.
- Submit your and your parents' or spouse's signed 2010 federal tax forms and copies of all W2 forms for 2010. *Non-tax files will still need to submit copies of all W2 forms for 2010.*

Please submit all documents at the same time, and write your student's name and your student's ID at the top of every document. Documentation may be submitted in person at the SFAES counter, via U.S. mail, or at our drop box location.

Section 1: CHECK THE BOX FOR THE REASON(S) YOU ARE REQUESTING AN INCOME ADJUSTMENT AND ATTACH THE ADDITIONAL REQUIRED DOCUMENTATION PER SITUATION

☐ **Loss of parent, student or spouse income from work due to layoff, termination, or reduction of hours:**
- Submit documentation from former employer confirming loss of income and date of separation.
- Submit copy of last pay stub from previous job showing year to date earnings.
- Submit copy of most recent pay stub from current job (if applicable).
- Submit letter from unemployment office stating start/end dates and benefit amount (if applicable).

☐ **Loss of Unemployment Compensation or Workers Compensation Benefits:**
- Submit letter from unemployment office stating start/end dates and benefit amount *or*
- Submit letter from Bureau of Workers Compensation stating start/end dates and benefit amount.

☐ **Death of Parent or Spouse:**
- Submit copy of death certificate.

☐ **Divorce, or Separation after free Application for Federal Student Aid (FAFSA) has been filed:**
- Submit legal separation papers, verification letter from attorney, or divorce decree.
- Submit documentation of any child support/alimony to be received per month.

☐ **Loss of Child Support:**
- Submit letter or court document stating the start/end dates and amount.

☐ **A one-time, nonrecurring income received during 2010 based on financial hardship:**
- Submit documentation identifying the source of income, how the funds were spent, and the amount of remaining funds if any.
- Submit receipts, if applicable.

☐ **Other:** If you do not meet one of the conditions noted above, then please attach a detailed letter and documentation to support the circumstance.

PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.

OFFICE USE ONLY

Date Received in SFAES: _____

Entered on RRAAREQ by: _____

Processed by: _____

@																																			

UTSA ID Student's Last Name Student's First Name

Section 2: ACTUAL AND EXPECTED INCOME INFORMATION

A. Please check all that apply of the following regarding the 2010 Federal Income Tax Return.

- ☐ I (student) **did not** file for 2010.
- ☐ I (student) **did** file for 2010
- ☐ My Parents **did not** file for 2010.
- ☐ My Parents **did** file for 2010
- ☐ My Spouse **did not** file for 2010.
- ☐ My Spouse **did** file for 2010

B. COMPLETE CHANGE OF INCOME CHART (Do not leave any blanks; enter zero if the amount is zero)

Report annual (not monthly) amounts for the respective periods	**ACTUAL 2010** Gross Income	**ESTIMATED 2011** Gross Income
Income earned from work by father/stepfather (if filing as a dependent)	$	$
Income earned from work by mother/stepmother (if filing as a dependent)	$	$
Income earned from work by student	$	$
Income earned from work by spouse of student (if applicable)	$	$
Child Support received	$	$
Other taxable income (Interest, pensions, unemployment benefits, severance, etc.) **Source(s):** ______________________________ **Recipient(s):**	$	$
Other untaxed income (Worker's comp., housing allowance, etc.) **Source(s)s:** ______________________________ **Recipient(s):**	$	$
TOTAL INCOME	$	$

Section 3: FAMILY INFORMATION - Write the names of all family or household members below. List the people that you and/or your parents will support between July 1, 2011 and June 30, 2012. Include yourself, your parents if dependent (or spouse if applicable), any children or other people that your parents (if dependent) or you (if independent) will provide more than half of their support between July 1, 2011 and June 30, 2011. Also write in the name of the college for any family member, excluding your parent(s), who will be attending college at least half-time between July 1, 2011 and June 30, 2012.

Full Name	**Age**	**Relationship**	**College**
		Self	*UTSA*

Section 4: COMPLETE CERTIFICATION STATEMENT

Your signature on this document confirms your acknowledgement of the following:

- You have read each section and have provided the required documentation that is true and correct to the best of your knowledge.
- Underestimating the projected income could result in reduced eligibility, repayment of aid, or both, in this year or next year.
- Changes resulting from this review do not guarantee an increase in aid.
- During peak processing times, there may be a 5-7 business day processing time for the request.
- Additional documentation may be required and updates will be e-mailed to the student's preferred e-mail account.

______________________ ____________ (____)______________ ______________________

Student Signature Date Daytime Phone # Student Email

______________________ ____________

Spouse Signature (if applicable) Date

______________________ ____________ (____)______________ ______________________

Father/Stepfather Signature (if filing dependent) Date Parent Daytime Phone # Parent Email

______________________ ____________ (____)______________ ______________________

Mother/Stepmother Signature (if filing dependent) Date Parent Daytime Phone # Parent Email

OFFICE USE ONLY

Date Received in SFAES: ________________

Entered on RRAAREQ by: ________________

Processed by: ________________________

RRAAREQ Code: **LOI, LOI2, LOI3**
Revised on 7/14/2011

Webx Code: **FA_LOI**