

2025-2026 Income Reduction Form

Student Name: _____

WAU ID#: _____

If there has been a change in your family's circumstances and/or an unusual situation that you and your family may be facing, you may request a review of your financial aid award.

To request an income reduction, you must submit all required documents. **All requests must include a written explanation detailing the reason for the request. You may use the space on the next page or provide an attached letter. The appeal form will not be reviewed until all documentation is received.**

Reason for Appeal – Please check all that apply and attach required documentation.

Significant loss of income due to a change in employment or loss of untaxed income • Date of employment change: _____ • Copy of last/most recent paystubs for both parents in the household • Copy of parents' 2023 Federal Tax Returns (see income worksheet, page 3) • Termination notice or letter from employer • Severance statement • Copy of unemployment benefit eligibility from Department of Labor • Documentation of untaxed income reduction & explanation of change from granting authority • Completed Income Worksheet (page 3)	Other reason not listed, including one-time income • Please provide a detailed description of the basis of the appeal and documentation supporting the request • We are unable to consider appeals based on circumstances that include, but not limited to ○ Siblings in graduate/medical/law school ○ High consumer debt ○ Personal expenses ○ Expenses that have not yet occurred
Death of parent or other immediate family member • Documentation of medical and/or funeral expenses • Documentation of expected Social Security benefits for all family members • Documentation of other distributions from inheritance, assets, or other benefit sources including life insurance • If decrease in income, completed Income Worksheet (page 3)	High medical, educational, or family expenses • Medical – Documentation of medical bills paid during the 2025 tax year which were not covered by insurance. For ongoing treatments please provide documentation of cost • Private primary or secondary school – Documentation showing parental payments in 2024 and projected parent contribution for 2025 • Family – Proof of support for relatives outside the home, such as canceled checks, wire transfer records, etc.

Student Name: _____ **WAU ID#** _____

Please use the space provided for your detailed explanation. You may also attach a letter.

[illegible]

Student/Parent Certification

I certify that, as of the date this application is signed, the information included herein is true and accurate to the best of my/our knowledge and is not falsely represented. This includes all information provided on the attached Income Worksheet. I understand there is no guarantee that an appeal will result in additional funding. I understand that any revisions based on this appeal does not guarantee the same adjustments will be made in future semesters and/or academic years.

Signature of Student: _____ **Date:** _____

Signature of Parent: _____ **Date:** _____

Student Name: _____ WAU ID# _____

It is standard to base your financial aid eligibility for the 2024-25 academic year on your family's 2023 income. If your household resources are significantly different now than in 2022, financial aid eligibility may be reevaluated. In order to get a full understanding of your family's financial situation, we will ask you to provide information for 2022 and 2023.

Please complete **both sections** of this Income Worksheet

Section A – 2023 Required Documentation

Please include:

- 2023 Parent Federal Tax Returns including all schedules and business tax returns (we will be unable to consider changes in employment without the completed return)
- 2023 Parent W-2 Forms

2023 Untaxed income and benefits

- | | |
|---|----------|
| a. Social Security/SSI benefits received for all family members | \$ _____ |
| b. Welfare benefits, including AFDC and ADC | \$ _____ |
| c. Child support received for all children | \$ _____ |
| d. Voluntary contributions to retirement plans | \$ _____ |
| e. Other untaxed income (foreign income, untaxed, pensions, etc.) | \$ _____ |

Section B – 2024 Estimated Projected Income

Please provide an estimate to the best of your ability. We will contact you if we need additional information.	Actual Income (Year-to-Date)	Estimated Income (Present to Year-End)	Total Income
Wages, salaries, compensation from jobs			
Parent/Stepparent 1			
Parent/Stepparent 2			
Net income/loss from business (<i>U.S. Schedule C</i>) or <i>F</i>			
Severance Pay			
Alimony received			
Unemployment compensation			
Other taxable income			
2023 Untaxed Income			
Social Security/SSI benefits			
Welfare benefits, including AFDC and ADC			
Child support received			
Voluntary contributions to retirement plans i.e. 401(k)			
Support from others (friends, family, church, etc.):			
Other untaxed income (please list below):			

For Office Use Only:

Received By:

Date:

Approved	Denied	Pending		
			FA Initials	Date

Reviewed By:

Date:

Signature: