
SIGNIFICANT REDUCTION IN EARNED INCOME

IMPORTANT: This Special Circumstance request is for individuals who were working, lost their job, collected unemployment and have returned to work making significantly less money than what is reported on the FAFSA. Individuals who were employed, lost their job and **have not returned to work** please complete the **Unemployed Form** located on the website.

In order to qualify for consideration for this Special Circumstance request you must meet the following conditions:

Dependent Students:

- Parent(s) worked full-time in 2020, 2021 or 2022
- Parent(s) lost job AND collected or was denied unemployment benefits
- Parent has returned to work and total projected household income (including unemployment/stimulus benefits/etc.) is significantly lower.

Independent Student:

- Student and/or Spouse worked full-time in 2020, 2021 or 2022
- Student and/or Spouse lost job AND collected or was denied unemployment benefits
- Student and/or Spouse has returned to work and total projected household income (including unemployment/stimulus benefits/etc.) is significantly lower.

Note: If your family makes less than \$60,000 a year, you may qualify for Pell Grant funding. Please note that there may be cases where families earn below this income threshold and they are still not eligible for a Pell grant.

You will need to submit all of the documentation listed under the Required Documentation box (next page) in order for TCNJ to process your request.

A. Certification:

Select the calendar year in which the loss of employment occurred: 2020: _____ 2021: _____ 2022: _____

Select the calendar year in which the parent returned to work: 2020: _____ 2021: _____ 2022: _____

B. Student's Information

Student's Last Name Student's First Name Student's M.I. PAWS ID

Student's name: _____ PAWS ID: _____

C. Instructions:

Before petitioning for a Special Circumstance, a completed 2022-2023 Free Application for Federal Student Aid (FAFSA) must be on file with the Financial Aid Office at TCNJ.

Incoming students will not be evaluated for a Special Circumstance until their deposit has been paid.

Returning students can begin to submit their information February 1st of the year for which they will be applying for aid.

In addition to submitting the information for the chosen Special Circumstance category, TCNJ must verify the data you provided on your FAFSA. Therefore, all students are required to submit the following documents:

- If the student, spouse (if applicable), or parent filed a 2020 Federal Tax Return, attach a copy of the **2020 IRS Tax Return Transcripts or a signed “home copy” of your tax return** along with all W-2 Form(s). Please copy and paste the following link on your browser for instructions on how to request a Transcript, if needed:
 - <https://www.irs.gov/individuals/get-transcript>
- Dependent students must complete a Dependent Verification Form. Independent students must complete an Independent Verification Form. These forms are located on our website. Please copy and paste the following link on your browser to access the forms:
 - <https://financialaid.tcnj.edu/forms/verification-forms/>
- A personal statement from the student/parent detailing the circumstance. Please be specific.

D. Special Circumstance Documentation:

Review and complete the information below.

Circumstance	Reason	Required Documentation
Significant Reduction of Earned Income	Worked full-time, lost employment, returned to work full-time with lower income	<ul style="list-style-type: none"> • Termination notice from first employer • Last pay stub with year-to-date earnings from previous AND current employer • Benefits statement from Unemployment Office, Social Security Administration, pension agency, etc. • Severance pay notice

Student's name: _____ PAWS ID: _____

In addition to the required documentation, please complete the following information:

Name of unemployed person: _____
 Date of unemployment from first job: _____
 Amount earned prior to unemployment: _____
 Date unemployment benefits began: _____
 Weekly amount of unemployment benefits: \$ _____
 How many weeks of unemployment received before returning to work: _____
 Is the person receiving/received severance pay: YES _____ NO _____
 If YES lump sum amount: \$ _____ or weekly gross \$ _____
 What dates did the severance begin: _____ end: _____
 Has the person returned to work: NO _____ YES _____ If YES date of return: _____
 Weekly gross salary: _____ Number of hours per week: _____

E. Certification and Signature

By signing this worksheet I certify that all of the information reported on it is complete and correct.

WARNING: If you purposely give false or misleading information on this worksheet, you may face TCNJ disciplinary action, be fined and sentenced to jail.

Student's Signature

Date

STOP! You must submit this form ALONG WITH all of the required documentation. Incomplete submissions will not be evaluated. Information can be submitted via e-mail, fax or USPS mail. We suggest you put your name and PAWS ID on all submitted documents.

Email: osfa@tcnj.edu

Fax: (609) 637-5154

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