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## **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 2021, 2022 or 2023
- Parent(s) lost job AND collected or was denied unemployment benefits
- Parent has returned to work and total projected household income (including unemployment/severance/etc.) is significantly lower.

**Independent Student:**

- Student and/or Spouse worked full-time in 2021, 2022 or 2023
- 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. Student's Information**

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Student's Last Name	Student's First Name	Student's M.I.	PAWS ID
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**B. Certification:**

Select the calendar year in which the loss of employment occurred: 2021: \_\_\_\_\_ 2022: \_\_\_\_\_ 2023: \_\_\_\_\_

Select the calendar year in which the individual returned to work: 2021: \_\_\_\_\_ 2022: \_\_\_\_\_ 2023: \_\_\_\_\_

Student's name: \_\_\_\_\_ PAWS ID: \_\_\_\_\_

## C. Instructions:

Before petitioning for a Special Circumstance, a completed 2023-2024 Free Application for Federal Student Aid (FAFSA) must be on file with the Financial Aid Office at TCNJ.

**Newly admitted students** will not be evaluated for a Special Circumstance until after their deposit has been paid.

**Returning students** can begin to submit their information after April 1 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 2021 Federal Tax Return, attach a copy of the 2021 **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 with lower income	<ul style="list-style-type: none"> <li>• Termination notice from first employer</li> <li>• Last pay stub with year-to-date earnings from previous AND current employer</li> <li>• Benefits statement from Unemployment Office, Social Security Administration, pension agency, etc.</li> <li>• Severance pay notice, if applicable</li> </ul>

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 in first job 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: \_\_\_\_\_ in new job

**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](mailto:osfa@tcnj.edu)

**Fax:** (609) 637-5154

**The College of New Jersey – OSFA Green Hall 101 - PO Box 7718, Ewing, NJ 08628**