
UNEMPLOYMENT – LAYOFF OR TERMINATION

IMPORTANT: You should only submit this form if you meet the Special Circumstance listed above. 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:

Student's Last Name

Student's First Name

Student's M.I.

PAWS ID

B. 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.

You must submit this form ALONG WITH all the required documentation. Incomplete submissions will not be evaluated. Please call us at (609) 771-2211 with any questions.

Student's name: _____ PAWS ID: _____

C. Special Circumstance Certification:

Select the calendar year in which the Special Circumstance occurred: 2021: ____ 2022: ____ 2023: ____

Review and complete the information below.

Circumstance	Reason	Required Documentation
Loss of Employment	Currently unemployed due to Termination/Layoff	<ul style="list-style-type: none"> Termination notice or resignation acknowledgment from employer Last pay stub(s) with year-to-date earnings Benefits statement or proof of benefit denial from Unemployment Office. Severance pay notice, if applicable

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

Name of unemployed person: _____

Date of unemployment: _____

Date unemployment benefits began: _____

Weekly amount of unemployment benefits: \$ _____

Amount earned in 2023 prior to unemployment (if applicable): \$ _____

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: _____

If returned to work: weekly gross salary: _____ number of hours per week: _____

D. 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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