

What is a FAFSA Adjustment?

The 2024-25 Free Application for Federal Student Aid (FAFSA) requires students to provide family size and 2022 tax information. For independent students, this includes spouse information, if married. For dependent students, this includes information for parents. The U.S. Department of Education uses this information when calculating the Student Aid Index (SAI). The SAI number results from the information that you provide on your FAFSA form. The SAI is used to determine aid eligibility.

Sometimes there may be a special circumstance not reflected on the FAFSA that reduces a family's ability to pay for college and education-related expenses. Situations can include:

- losing a job
- a reduction in taxed or untaxed income
- a large amount of medical or dental expenses paid by you (not covered by insurance)
- a change in parents' marital status after the FAFSA was completed
- an event where a higher-than-normal income amount was reported on the FAFSA, such as: an inheritance, withdrawal of retirement funds, or a settlement, and those funds were spent for something specific that cannot be categorized as regular life expenses.

Verification Requirement:

Students must complete the FAFSA verification process before the Wright State University Office of Financial Aid (OFA) can review their FAFSA Adjustment request. If a student has not already been selected for verification by the U.S. Department of Education, the OFA will assign verification requirements when their FAFSA Adjustment Form is received. Additional requirements for this process can be viewed in WINGS.

If your special circumstance involves a **Loss of Income**, you will need to choose which tax year (2023 or 2024) you would like the OFA to review. The FAFSA Adjustment Form has checkboxes for you to pick an option. Follow the instructions on the form to submit the appropriate documents for your option.

Example from the FAFSA Adjustment Form:

If income loss is due to a job loss or reduction in pay, write in job loss date and select Option 1 or Option 2.

⇒ Job Loss Date: _____ ⇒ ☐ Option 1 - Income loss is reflected on 2023 federal tax return
☐ Option 2 - Income loss is for the current year 2024

FAFSA Adjustment - Process

The priority deadline to submit the FAFSA Adjustment form and supporting documentation to Enrollment Services is **April 1, 2025**. A student's financial aid must be offered and accepted before the end of the academic year or before a student ceases enrollment, whichever is earlier.

Submitting the FAFSA Adjustment Form does not guarantee the student's SAI will be adjusted. The OFA will notify students via their Wright State University email when the review is complete.

Please be sure to sign SECTION F before submitting the FAFSA Adjustment Form.

This Page Intentionally Left Blank

Section A: Student Information

Last Name: _____ First Name: _____ ^{Required ↓} University ID (UID): _____
Cell Phone: _____ Other Phone: _____

Section B: Special Circumstance and Required Documentation

Check the box(es) for the circumstance(s) that pertain to you or your family. **Please include the student's name/UID on all documentation.**

Special Circumstance Categories	Required Documentation
<input type="checkbox"/> Healthcare Expenses (paid in 2023) <ul style="list-style-type: none"> Excessive medical/dental expenses paid by you in 2023 Not covered by insurance Not covered by a third-party Amount higher than accounted for on FAFSA Includes: medical, dental, premiums 	<ul style="list-style-type: none"> Tax Transcript (or <i>signed copy</i> of 2023 Federal Income Tax Form 1040) Schedules 1, 2, 3 (<i>only those schedules filed with the tax return</i>) Schedule A itemized deductions (<i>only if filed with the tax return</i>) Copies: receipts; medical provider statements; canceled checks
<input type="checkbox"/> One-time Higher Income Event <ul style="list-style-type: none"> Occurred in 2022 Reported on 2024-2025 FAFSA Funds spent on acceptable expense <p>Includes: inheritance; windfall; settlement; buyout; withdrawal of retirement funds</p>	<ul style="list-style-type: none"> Must complete Section C and Section E of this form Documentation of untaxed income (for amounts put in Section C) W-2s for 2023 (include spouse's W-2s also, if married) Tax Transcript (or signed copy of 2023 Federal Income Tax Form 1040) Schedules 1, 2, 3 (only those schedules filed with the tax return)
<input type="checkbox"/> Parents' Marital Status Changed <ul style="list-style-type: none"> Married as of the date the FAFSA was filed Now separated, divorced, or widowed Change occurred on/before Dec. 31, 2024 	<ul style="list-style-type: none"> Copy of death certificate; separation agreement; divorce decree Tax Transcript (or signed copy of 2023 Federal Income Tax Form 1040) Schedules 1, 2, 3 (only those schedules filed with the tax return) W-2s for 2023 (for the remaining parent in the household)
<p>If income loss is due to a job loss or reduction in pay, write in the job loss date and select Option 1 or Option 2.</p> <p>→ Job Loss Date: _____ →</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Option 1 - Income loss is reflected on 2023 federal tax return <input type="checkbox"/> Option 2 - Income loss is for the current year 2024 </div>	
<input type="checkbox"/> Loss of Income (2023 or 2024 compared to 2022) Change in income amounts reported on the 2024-2025 FAFSA, such as: <ul style="list-style-type: none"> Income Earned from Work Unemployment Adjusted Gross Income Child support –received amount is less 	<p>Submit these items</p> <ul style="list-style-type: none"> Letter of termination date/reduced wages/hours on company letterhead Documentation of untaxed income (<i>From Section C or D – see below</i>) <p>AND 2023 tax documents — If Option 1 was chosen above:</p> <ul style="list-style-type: none"> Complete Section C of this form (<i>using 2023 taxes</i>) W-2s for 2023 (<i>include spouse's W-2s also, if married</i>) Tax Transcript (or signed copy of 2023 Federal Income Tax Form 1040) Schedules 1, 2, and 3 (<i>only those schedules filed with the tax return</i>) <p>OR 2024 income documents — If Option 2 was chosen above:</p> <ul style="list-style-type: none"> Complete Section D of this form (<i>using 2024 income</i>) Copies of last pay stubs for 2024; unemployment; other types of income Also include spouse income items for 2024, if married

Section C. Income Amounts for 2023

Complete this section if the special circumstance is for a **loss of income (2023 taxes)** or a **one-time event (2023 taxes)**.

If married: please also complete items for the spouse.

Taxable Income For January 1, 2023 – December 31, 2023 <i>Enter -0- for items that do not have an amount.</i>	<input type="checkbox"/> Parent 1 (father/ mother/ stepparent)	<input type="checkbox"/> Parent 2 (father/ mother/ stepparent)	Complete this section only if the special circumstance is for the student/(spouse).	
			<input type="checkbox"/> Student	<input type="checkbox"/> Student's Spouse
Income Earned From Work	\$	\$	\$	\$
Other Taxable Income Including but not limited to: <ul style="list-style-type: none"> • Business income or <loss> • Capital gains • IRA distributions • Taxable portion of Pensions and annuities • Unemployment compensation • Other (please explain): _____ 	\$	\$	\$	\$
Total Taxable Income	\$	\$	\$	\$

Untaxed Income; Income Exclusions For January 1, 2023 – December 31, 2023 <i>Enter -0- for items that do not have an amount.</i>	<input type="checkbox"/> Parent 1 (father/ mother/ stepparent)	<input type="checkbox"/> Parent 2 (father/ mother/ stepparent)	Complete this section only if the special circumstance is for the student/(spouse).	
			<input type="checkbox"/> Student	<input type="checkbox"/> Student's Spouse
Child Support Received	\$	\$	\$	\$
Other Untaxed Income Including but not limited to: <ul style="list-style-type: none"> • Untaxed portions of IRA distributions • Untaxed portions of pensions and annuities • IRA deductions and payments to self-employed SEP, SIMPLE, and qualified plans • Tax exempt interest • Foreign income exclusion • Other (please explain): _____ 	\$	\$	\$	\$
Total Untaxed Income	\$	\$	\$	\$

Section D. Anticipated Income amounts for 2024

This section is for a **loss of income in 2024**. Please provide complete documentation for the income you will be receiving in 2024 from all sources including child support, unemployment, and self-employment. ***If married: complete items for the spouse, too.***

Taxable Income For January 1, 2024 – December 31, 2024 <i>Enter -0- for items that do not have an amount.</i>	<input type="checkbox"/> Parent 1 (father/ mother/ stepparent)	<input type="checkbox"/> Parent 2 (father/ mother/ stepparent)	Complete this section only if the special circumstance is for the student/(spouse).	
			<input type="checkbox"/> Student	<input type="checkbox"/> Student's Spouse
Income Earned From Work	\$	\$	\$	\$
Other Taxable Income Including but not limited to: <ul style="list-style-type: none"> • Business income or <loss> • Capital gains • IRA distributions • Taxable portion of Pensions and annuities • Unemployment compensation • Other (please explain): _____ 	\$	\$	\$	\$
Total Taxable Income	\$	\$	\$	\$

Untaxed Income; Income Exclusions For January 1, 2024 – December 31, 2024 <i>Enter -0- for items that do not have an amount.</i>	<input type="checkbox"/> Parent 1 (father/ mother/ stepparent)	<input type="checkbox"/> Parent 2 (father/ mother/ stepparent)	Complete this section only if the special circumstance is for the student/(spouse).	
			<input type="checkbox"/> Student	<input type="checkbox"/> Student's Spouse
Child Support Received	\$	\$	\$	\$
Other Untaxed Income Including but not limited to: <ul style="list-style-type: none"> • Untaxed portions of IRA distributions • Untaxed portions of pensions and annuities • IRA deductions and payments to self-employed SEP, SIMPLE, and qualified plans • Tax exempt interest • Foreign income exclusion • Other (please explain): _____ 	\$	\$	\$	\$
Total Untaxed Income	\$	\$	\$	\$



Section E. Itemized Statement for a One-Time Higher Income Event that Occurred in 2022

Complete this section only if the special circumstance is for a one-time higher income event on your 2022 taxes.
Please note: federal regulations do not allow amounts used for vacations, tithing, standard living expenses, utilities, credit card bills, children’s allowances, home improvement, vehicle purchase/repair, special celebrations, etc.

Itemize how one-time event funds were spent <i>and</i> provide copies of documentation		Amount
1.		\$
2.		\$
3.		\$

Section F. Certification Statement

I certify that the information I have provided on this form, and all the accompanying documentation, is true and correct to the best of my knowledge. I agree to submit additional documentation if requested by the Office of Financial Aid.
Signature cannot be typed.

Student Signature	Date	Parent Signature (for dependent student only)	Date
-------------------	------	---	------