



2018-2019 FAFSA Adjustment Instructions

Office of Financial Aid
130 Student Union
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
Phone: (937) 775-4000
E-mail: raiderconnect@wright.edu
Fax: (937) 775-4410

When students file the 2018-2019 Free Application for Federal Student Aid (FAFSA), they are required to provide information about their household (e.g., students and their spouse, if married, or their parents, for dependent students), including 2016 income information. The household data provided on the FAFSA is used by the U.S. Department of Education to calculate the student's Expected Family Contribution (EFC), which is intended to represent the household's financial strength.

Sometimes a student or members of his or her household (spouse or parents) experience a special circumstance not reported on the 2018-2019 FAFSA that has impacted the household's ability to pay for the student's educationally-related expenses. The FAFSA Adjustment Form allows the student (and members of the student's household) to document his/her special circumstance, which, if approved, may allow the Office of Financial Aid to recalculate the student's EFC and have the student's financial aid re-evaluated.

FAFSA Adjustment Policy

Annually, and on a case-by-case basis, the Office of Financial Aid may recalculate a student's EFC and re-evaluate a student's financial aid awards due to a student's or member of the student's household (spouse or parents) documented special circumstance. **The Office of Financial Aid will require the student's FAFSA be subject to the FAFSA Verification process prior to reviewing a FAFSA Adjustment Form.**

Special circumstances include:

- Health care expenses (e.g. medical, dental, etc.) paid during the 2017 calendar year that were not covered by insurance or a third party.
- Loss of all or part of one of the following sources of 2017 taxable or untaxed income as it compares to the 2016 income reported on the 2018-2019 FAFSA: (1) wages, salaries, and tips; (2) unemployment; (3) Adjusted Gross Income; (4) child support paid; (5) child support received; (6) living allowances paid to military, clergy, and others; or (6) veteran's non-educational benefits.
- A one-time event (i.e. not reoccurring due to the same circumstance), such as an inheritance, windfall, settlement, buyout, withdrawal, etc., occurred in 2016 and was reported on the 2018-2019 FAFSA.
- A parent included in the household on the student's 2018-2019 FAFSA is enrolled at least half-time in a degree- or certificate-granting program during the 2018-2019 academic year at a college/university that participates in the federal student aid programs.
- The parents included in the household on the student's 2018-2019 FAFSA were married at the time the student filed his or her FAFSA and were reported as such on the FAFSA, but the parent's marital status is now separated, divorced, or widowed, and marital change occurred on or before December 31, 2018.
- Elementary or secondary school tuition expenses for a dependent child were paid between July 1, 2017 through June 30, 2018 that were not covered by a third party.

FAFSA Adjustment Process

Students and/or members of their household must complete and return the FAFSA Adjustment Form and supporting documentation to Raider Connect by **February 15, 2019**. The submission of a FAFSA Adjustment Form does not guarantee a student's EFC will be adjusted.

Upon receipt of a FAFSA Adjustment Form, the Office of Financial Aid will require the FAFSA Verification process be completed. This will be located as a financial aid Requirement on the student's WINGS Express account. Once FAFSA Verification is complete, the Office of Financial Aid will review the FAFSA Adjustment Form and supporting documentation. For households with a qualifying special circumstance, the Office of Financial Aid will recalculate the student's EFC and re-evaluate the student's financial aid awards.

The Office of Financial Aid will notify students via their Wright State University e-mail account when the result of their FAFSA Adjustment Form is available to view in WINGS Express, or if any follow-up documentation is needed.

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2018-2019 FAFSA Adjustment Form

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A. Student Information

Last Name	First Name, M.I.	University ID (UID) - Required <i>*Don't know your UID? See note below.</i> <table border="1" style="width: 100%; height: 40px; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;">U</td> <td style="width: 12.5%;">0</td> <td style="width: 12.5%;">0</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>	U	0	0					
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Student Cell Phone Number	Other Daytime Phone Number									

B. Special Circumstance and Third Party Documentation

Students or members of their household are required to indicate their special circumstance and submit supporting documentation with this FAFSA Adjustment Form. **Please check the box to indicate the special circumstance that pertains to you or your family. If you are turning in documentation separate from this form, please put student's name, UID, and indicate the documentation is for a FAFSA Adjustment.**

	Special Circumstance for FAFSA Adjustment	Requested Third Party Documentation
<input type="checkbox"/>	Health care expenses (e.g. medical, dental, etc.) that were not covered by a third party or insurance that are beyond the amounts already accounted for on the FAFSA.	<ul style="list-style-type: none"> 2017 Federal income tax form, Schedule A – Itemized Deductions, receipts/print out of payments from medical provider, or canceled checks from January 1, 2017 – December 31, 2017.
<input type="checkbox"/>	Loss of all or part of one of the following sources of 2017 taxable or untaxed income as it compares to the 2016 income reported on the 2018-2019 FAFSA: (1) wages, salaries, and tips; (2) unemployment; (3) Adjusted Gross Income; (4) child support paid; (5) child support received; (6) living allowances paid to military, clergy, and others; or (6) veteran's non-educational benefits.	<ul style="list-style-type: none"> Signed copy of the 2017 Federal Tax Return, 2017 W-2(s), and a letter from previous employer on company letterhead indicating date of termination or reduction in employment hours or wages. On agency letterhead, verification of any untaxed income received during January 1, 2017 – December 31, 2017.
<input type="checkbox"/>	A one-time event, such as an inheritance, windfall, settlement, buyout, withdrawal, etc., occurred in 2016 and was reported on the 2018-2019 FAFSA	<ul style="list-style-type: none"> For taxable one-time income, a signed copy of the 2017 Federal Tax Return and a copy of 2017 W-2(s). For untaxed one-time income, verification on agency letterhead of income received during January 1, 2017 – December 31, 2017. <p><i>You must also complete Sections C and D of this form. Please note, in Section D you will be asked to itemize how the one-time event income was used, including the amounts used. Per federal regulations, we cannot consider amounts used for vacations, tithing, standard living expenses, utilities, credit card expenses, children's allowances, home improvement, vehicle purchase/repair, special celebrations and the like. You will need to document payment of these itemized expenses, including documentation that they</i></p>
<input type="checkbox"/>	A parent included in the household on the student's 2018-2019 FAFSA was enrolled at least half-time in a degree- or certificate-granting program at a college/university that participates in the federal student aid programs.	<ul style="list-style-type: none"> Enrollment verification from the college/university indicating the parent is enrolled at least half-time in a degree seeking program during that is Title IV eligible during May 2018 to April 2019 and proof of payment.
<input type="checkbox"/>	The parents included in the household on the student's 2018-2019 FAFSA were married at the time the student filed his or her FAFSA and were reported as such on the FAFSA, but the parent's marital status is now separated, divorced, or widowed, and marital change occurred on or before December 31, 2018. Please indicate the date your parent was separated, divorced or widowed: _____	<ul style="list-style-type: none"> Copy of separation agreement, divorce decree, letter from lawyer stating terms of separation or divorce, or death certificate. Copies of remaining parent's 2017 W-2's, and a signed copy of remaining parent's 2017 Federal Income Tax Return (Parent will be asked to sign and complete an Income and Asset Separation Form once requested items are received).
<input type="checkbox"/>	Elementary or secondary school tuition expenses for a dependent child that were not covered by a third party and are beyond the amounts already accounted for on the FAFSA.	<ul style="list-style-type: none"> The names and ages of the dependent children attending elementary or secondary school, proof of child's tuition expenses were paid between July 1, 2017 and June 30, 2018, proof the costs were not covered by a third party, and the total dollar amount of the costs.

C. Untaxed Income and Income Exclusions

Complete this section only if the special circumstance is due to a Loss of Income or a One Time Event. Check to box of the member(s) in the household for which you are documenting a special circumstance and complete the income grid for those member(s). For those member(s), **do not leave items blank.** Enter "0" for items that do not apply. If the student filer or parents of the student file are "married/remarried", income and asset information is required for their spouse.

Untaxed income, income exclusions, and assets received during the 2017 calendar year (January 1, 2017 – December 31, 2017)	<input type="checkbox"/> Mother/ Step-Mother	<input type="checkbox"/> Father/ Step-Father	<input type="checkbox"/> Student	<input type="checkbox"/> Spouse
Payments to tax-deferred pensions and retirement savings plans, including but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D,E,F,G,H, and S.	\$	\$	\$	\$
Child Support Received **If there is a reduction, please provide documentation of child support received on agency letterhead.	\$	\$	\$	\$
Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). Don't include the value of on-base military housing or the value of a basic military allowance for housing.	\$	\$	\$	\$
Veteran's non-education benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$	\$	\$	\$
Other untaxed income (including worker's compensation and disability).	\$	\$	\$	\$
Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form. This includes money that you received from a parent or other person whose financial information is not reported on this form and that is not part of a legal child support agreement.	\$	\$	\$	\$
Child support paid. **If there is a change, please provide documentation of child support paid on agency letterhead.	\$	\$	\$	\$
Federal Work-Study wages	\$	\$	\$	\$

D. Itemized Statement for One-Time Event

Complete this section only if the special circumstance is due to a one-time event. Itemize how the one-time event income was used, including the amounts used. Per federal regulations, **we cannot consider amounts** used for vacations, tithing, standard living expenses, utilities, credit card expenses, children's allowances, home improvement, vehicle purchase/repair, special celebrations and the like. **You will need to document payment of these itemized expenses, including documentation that they were not covered by a third party.**

Item	Amount
1.	\$
2.	\$
3.	\$

***If you have more items, please list on separate sheet.*

E. Certification Statement

I certify that the information I have provided on this form and all accompanying documentation is true and correct to the best of my knowledge. I agree to submit additional documentation should the Office of Financial Aid make such a request. I understand that this form may be denied. I understand the Office of Financial Aid will not review FAFSA Adjustment Forms that are incomplete, submitted without proper documentation, or submitted after February 15, 2019.

Student Signature (required)

Date

Parent Signature (for dependent student only)

Date

For office Use only

PJFSAA - FAFSA Adj

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