



OFFICE of
FINANCIAL AID

2020-2021 Request for Review Dependent Student Income Reduction/Job Loss

Student's Name _____

Student's ID _____

New to Butler University for the 2020-2021 academic year.

Currently enrolled at Butler University.

Complete this information if a significant loss of income is projected which results in restricting your parents' ability to contribute to your education. Special circumstances are defined as situations that the family has minimal control over: death, disability, loss of income due to lay-off, and unemployment. **Voluntary circumstances (consumer debt, voluntary leave of employment) are not eligible for consideration.** You should continue to judge your ability to afford a Butler education based on your original aid offer. Applications for loans and payment plans should not be delayed during the processing of a special circumstance. Adjustments to financial aid eligibility will be reflected in Student Financial Planning (at my.butler.edu under Academic Tools).

Step 1: Check reason for request for review

- Loss or reduction of parent(s) income due to involuntary circumstances.

Reason for income loss: _____

Dates of income loss (include month/day/year): _____ to _____

Are you receiving Unemployment Benefits? YES NO

If you are receiving Unemployment Benefits, please send a copy of your unemployment benefit statement to ensure maximum consideration.

- Loss of income due to parent death, separation, or divorce.

Step 2: Include/attach the following information to explain your situation

1. A written statement answering the question:

"How does this situation affect the parent's ability to contribute financially to the student's education?"

2. Documentation of the reason for requesting a review.

Examples: job termination notice, parent's last pay stub, letter of unemployment, unemployment benefit statement, salary reduction statement, etc.

Step 3: Provide Actual and Projected Income

Provide actual and/or projected income for the annual 2019 tax year and monthly income for the 2020 calendar year to the best of your ability based on your financial situation today.

- All wages reported should be *gross wages* – the amount earned before taxes and deductions.
- Do not leave any boxes blank. Use "o" or "n/a" as appropriate.

Actual and Projected Income

Annual Totals	Gross Wages Parent 1	Gross Wages Parent 2	Unemployment Benefits	*Other Income Source: _____	**Pre-Tax Retirement Contributions	Child Support Received
2019 Totals	\$	\$	\$	\$	\$	\$

Monthly Totals	Gross Wages Parent 1	Gross Wages Parent 2	Unemployment Benefits	*Other Income Source:	**Pre-Tax Retirement Contributions	Child Support Received
Jan 2020	\$	\$	\$	\$	\$	\$
Feb 2020	\$	\$	\$	\$	\$	\$
March 2020	\$	\$	\$	\$	\$	\$
April 2020	\$	\$	\$	\$	\$	\$
May 2020	\$	\$	\$	\$	\$	\$
June 2020	\$	\$	\$	\$	\$	\$
July 2020	\$	\$	\$	\$	\$	\$
August 2020	\$	\$	\$	\$	\$	\$
Sept 2020	\$	\$	\$	\$	\$	\$
Oct 2020	\$	\$	\$	\$	\$	\$
Nov 2020	\$	\$	\$	\$	\$	\$
Dec 2020	\$	\$	\$	\$	\$	\$
2020 Totals	\$	\$	\$	\$	\$	\$

*Other Income examples: alimony, death benefits, severance pay, early retirement pay, retirement incentives, housing allowances, payments made on your behalf

**Pre-Tax Retirement Contributions: 401K, 403B, IRA and SEP

Step 4: Sign and return this form and requested information to the Office of Financial Aid

Preferred method is email to finaid@butler.edu. You may also fax to 317.940.8250 or mail this form to the Office of Financial Aid, Butler University, 4600 Sunset Ave, Indianapolis, IN 46208.

Signature

By signing below, we certify the information provided is correct. We understand that verification of the accuracy of these estimates may be requested at a later date.

Student's Signature

Date

Parent's Signature

Date

Parent's Email

Daytime Phone Number