



Student Information (Please complete using blue/black ink)

Last Name First Name M.I. SCC ID Number

Your financial aid eligibility for 2017-2018 aid year was determined based upon 2015 income data reported on the FAFSA. If you have experienced unusual and special circumstances that caused your income to drastically decrease, you may request an "Income Review". Please be advised that personal expenses for lifestyle choices and consumer goods (credit card and loan payments) are not considered unusual or special circumstances. The "Income Review" process may result in a change to data elements reported on the FAFSA resulting in a change to your EFC (Expected Family Contribution) or COA (Cost of Attendance). If your Special Circumstances-Income Review is approved, any changes to your award will be effective for the 2017-2018 aid year. The Solano Community College Financial Aid Administrator's decision is made on a case-by case basis, will be final, and cannot be appealed to the U.S. Dept. of Education.

Complete the "Request for Special Circumstance Income Review" only if yours or your parent(s) income will be less in 2016 than the 2015 income reported on your 2017-2018 FAFSA application.

Do not submit a request for a situation that has not already happened.

Deadline to submit the Request for Special Circumstance Income Review: April 6, 2018 at 12:00 pm

Request for Special Circumstance Income Review will take an average of 6-8 weeks for processing. You will be notified of the result on your mySolano account.

Note: Student's 2017-2018 Financial Aid file must be verified and processed prior to submission. Any incomplete Special Circumstance Income Review requests will be returned to you unprocessed or may be denied.

- Complete and sign Request for Special Circumstance Income Review form.
Complete the 2017-2018 Dependent or Independent Verification Worksheet, whichever applies.
You must provide a copy of your 2016 IRS Tax Return Transcript and W-2(s) (or an IRS Wage & Income Transcript) with your request.
Attach required documentation when submitting your request based on your Explanation of Income Reduction.

Current Income Review Verification Documents:

Not all documents listed may apply to your situation. However, you must provide adequate documentation to support your request.

- Letters stating lay-off or reduction in work hours. Copy of Severance pay received.
Agency statements of 2016 year-to-date benefits received for social security, retirement, disability, worker's compensation, unemployment, etc.
Divorce agreement designating family and child support, statement from the county Family Support Office, or signed statement from the person paying the support, to verify 2016 child support that has been received.
Denial of Benefits Letter.
Any other documents to clarify your situation.

Student's Name: \_\_\_\_\_ SCCID#: \_\_\_\_\_

**Explanation of Income Reduction:**

Please explain in detail the reason(s) for your request and the effective date of change. Be specific regarding your income reduction. Please attach additional sheets if necessary.

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**Certification:**

As certified by the signature(s) below, all information provided by myself or others is true and complete to the best of my/our knowledge. I understand the SCC Financial Aid Office may request additional documentation to verify the above information. If you purposely give false or misleading information on this form, you will be reported to the U.S. Department of Education. You may be fined, sentenced to jail, or both.

**Note:** If you are a dependent student, your parent must also sign this form.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attn: Mailed/Drop Box or Faxed copies will **NOT** be accepted. Originals **MUST** be submitted **in person**. You may submit your request in person at the Fairfield Campus or at the Vacaville, Vallejo or Travis AFB Centers, provided all required documents are attached.

Fairfield Campus  
Financial Aid Office  
4000 Suisun Valley Rd.  
Fairfield, CA 94534

Vacaville Center  
2001 North Village Pkwy.  
Vacaville, CA 95688

Vallejo Center  
545 Columbus Pkwy.  
Vallejo, CA 94591

Travis AFB Center  
530 Hickam Ave.  
Bldg. 249  
Travis AFB, CA 94535