



OFFICE OF FINANCIAL AID
2021-22 SPECIAL CONDITION WORKSHEET
INCOME REDUCTION

If your family situation has changed significantly since completing the 2021-22 Free Application for Federal Student Aid Form (FAFSA), you may request these changes be taken into consideration by providing additional information. Information from this form, the student file and supporting documentation will be used to determine if eligibility for financial aid can be recalculated using this new information. Submitting this form does not guarantee additional aid. Wofford College complies with the guidelines of the U.S. Department of Education.

STEP 1: STUDENT INFORMATION

STUDENT FULL NAME (PLEASE PRINT) W WOFFORD ID NUMBER XXX-XX-____ SOCIAL SECURITY NUMBER

STEP 2: HOUSEHOLD INFORMATION (USE ADDITIONAL PAPER IF NECESSARY)

In the chart below, include the following:

- Yourself (the student).
- Your parent(s)/step-parent(s) (do **not** include non-custodial parent).
- Your parents other children if:
 - (a) The parents/step-parents will provide more than half of their support from July 1, 2021-June 30, 2022.
 - (b) The children would be required to provide parental information when applying for federal student aid.
- Other people if they now live with your parents/step-parents, and your parents/step-parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2021-June 30, 2022.
- Write in the name of the college for any household member who will be attending at least half time between July 1, 2021 and June 30, 2022, and will be enrolled in a degree, diploma or certificate program.

FULL NAME OF FAMILY MEMBER	RELATIONSHIP TO STUDENT	AGE	NAME OF COLLEGE ATTENDING IN 2021-22
	self		Wofford College

STEP 3: INCOME REDUCTION (FOR INDEPENDENT STUDENT/SPOUSE OR PARENTS OF DEPENDENT STUDENT)

- Complete all 5 questions.
- Attach letter of explanation.
- Provide supporting documentation not limited to what is listed under each item below.

1. Was/is your income and/or your spouse's or parents' income less in 2020, 2021 or 2022 than in 2019?
___ Yes ___ No

2. If **YES**, please circle the appropriate reason (below), and give the date of the change in your situation.
Date: _____

- a. **Unemployment.** (Please note: It is Wofford's policy that the parent be without a job for at least three months before a review will be completed. This allows for severance, unemployment benefits or new employment to take place to know the exact effect the unemployment may have on a family.)

ACTION ITEM: Once three months has passed, please submit unemployment documentation, last pay stub, new pay stub (if found new employment), and any other documentation that may be helpful in supporting your projected income listed below.

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- b. **Divorce/separation.**

ACTION ITEM: please attach copy of divorce/separation agreement and proof of separate households (i.e., utility bills, rental agreements, etc.).

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- c. **Death of spouse or parent.**

ACTION ITEM: please attach copy of death certificate.

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- d. **Child Support.**

ACTION ITEM: please provide how much child support has been lost.

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- e. **One-time income.** (examples: inheritance, moving allowance, prior-year Social Security payments, severance or IRA/pension distribution)

ACTION ITEM: please identify the source of income and how the funds were spent or invested in attached letter of explanation. Also, self-certify in the letter of explanation that you do not intend on receiving the one-time income in future years.

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- f. **Volatile income.** (Please note: For families who experience volatile income from year to year, based on commission, sales or other economic conditions, a 3-year average is calculated.)

ACTION ITEM: submit last 3 years' 1040 Tax return and Schedules 1-6, if filed.

3. What is your *projected* Household Income (including both parents', if applicable) for the year selected above?
\$ _____
4. Do you plan to withdraw from retirement or other investments as a result in loss of income to maintain your household expenses? Yes No **(If YES, please list amount and explain in attached letter.)**
5. Is one or more of your parents now considered a Dislocated Worker? (Department of Education definition - A person who meets ALL of the following requirements: was terminated or laid off from employment or received a notice of termination or layoff, is eligible for or has exhausted unemployment compensation, OR was not eligible for it because, even though you have been employed long enough to demonstrate attachment to the workforce, had insufficient earnings or performed services for an employer that weren't covered under a state's unemployment compensation law; AND, are unlikely to return to a previous industry or occupation.)
 Yes No

STEP 4: CERTIFICATION

By signing this request for special circumstances, I (we) certify that all information reported on this form is true and correct to the best of my (our) knowledge, and I (we) give permission to Wofford College to make changes to my FAFSA. *Electronic signatures are not acceptable.*

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE

**We cannot accept emailed or faxed documents because of privacy and security concerns.
Please use one of the following methods to submit your documentation.**

SECURE UPLOAD

<https://forms.wofford.edu>
(Requires student log-in to myWofford.)

MAIL

Office of Financial Aid
Wofford College
429 N. Church Street
Spartanburg, S.C. 29303

IN PERSON

Hugh S. Black Admin Bldg.
2nd floor above Admission