



Student name \_\_\_\_\_

COCC ID number \_\_\_\_\_

**Use this form only if you have experienced a significant change of employment or unemployment income (approximately 10% or more in income) after you filed your 2017-18 FAFSA.** For other requests for income adjustments, use the **Special Conditions Form**. This form is used to request a review of your financial aid eligibility as a result of a significant change in employment income for you, your spouse and/or parent(s) during the calendar year 2016 or 2017.

- Please note: It is the policy of this college not to base financial aid adjustments on projections or estimates for future income.

**Documentation Required:** When you and/or your parent(s) have completed your 2016 or 2017 federal tax return,

- Complete Employment Income Adjustment Form
- Submit copies of W2s
- Submit a signed copy of your 1040 Federal Tax Return or transcript

**NOTE:** Dependent students must submit signed copies of the 1040 Federal Tax Return and W2s for both parent and student regardless of whose income changed.

Your adjustment will be reviewed and if an adjustment is warranted, it will be retroactive to the first term you attended during the 2017-18 academic year.

**IMPORTANT:** Please only submit **copies** of the documents we request. All documents submitted become the property of the Financial Aid Office and will not be returned or loaned to the student or the parent to photocopy. Please allow a up to 4 weeks for processing of this adjustment. Submission of this adjustment does not ensure a change or increase in your award. You will be notified of the results.

**\*\*\* You may only submit one Employment Income Adjustment Form for 2017-18\*\*\***

Which income year are you submitting for review? (Only check one)

- 2016
- 2017

Information provided on this form is for: (please check one)

\_\_\_\_\_ Parent Income Adjustment—Parents must attach a signed copy of their 1040 Federal Tax Return or transcript including W-2s for the selected year.

- Parent's Federal Tax Return Transcripts and W-2s are already on file with Financial Aid Office.
- No earned income

\_\_\_\_\_ Student and/or spouse Income Adjustment—Students must attach a signed copy of their 1040 Federal Tax Return or transcript including W-2s for the selected year.

- Student and/or spouse Federal Tax Return Transcripts and W-2s are already on file with Financial Aid Office.
- No earned income

**CERTIFICATION**

All of the information provided by me, or any other person, is true and complete to the best of my knowledge. I understand that purposely giving false or misleading information may subject me to fines, penalties, and/or termination of financial aid. Adobe or signature type fonts will not be accepted.

Student signature \_\_\_\_\_

Date \_\_\_\_\_

Parent signature (dependent students only) \_\_\_\_\_

Date \_\_\_\_\_

**Financial Aid Office**  
 541-383-7260 • fax: 541-383-7506  
 2600 NW College Way, Bend, Oregon 97703  
 www.cocc.edu/financial-aid • e-mail: coccfinaid@cocc.edu

Office use only  
 Initial \_\_\_\_\_  
 Date \_\_\_\_\_  
 Approved     Denied