



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

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

**Use this form only if you have experienced a significant change of employment or unemployment income** for you, your spouse and/or parent(s) during the 2021 or 2022 calendar year after you filed your 2022-23 FAFSA. For other requests for income adjustments, use the **Special Conditions Form**.

- Income change must be approximately 10% or more in income.
- It is the policy of this college not to base financial aid adjustments on projections or estimates for future income.
- Submission of this form does not guarantee an increase to your financial aid eligibility.

**Documentation Required:** When you and/or your parent(s) have completed your 2021 or 2022 Federal Tax Return,

- Complete Employment Adjustment Form.
- Submit a signed copy of your Federal Tax Return including all schedules or Tax Return Transcript for the appropriate year.
- Submit copies of all your W-2s for the appropriate year.
- Submit a signed statement of any other untaxed income for the appropriate year. (disability, non-educational VA benefits, etc.)

Your adjustment will be reviewed and if an adjustment is warranted, it will be retroactive to the first term you attended during the 2022-23 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 up to 4 weeks for processing of this adjustment. Completed forms must be received by June 30, 2023. 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 Adjustment Form for 2022-23\*\*\***

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

- 2021  
 2022

Provide the following information for the selected year:

\_\_\_\_\_ Parent Income Adjustment—Parents must attach all documentation listed above.

- No earned income

\_\_\_\_\_ Student and/or spouse Income Adjustment\*—Student and spouse must attach all documentation listed above.

- No earned income

**\*NOTE:** Dependent students must submit signed copies of the Federal Tax Return and W-2s for both parent and student regardless of whose income changed.

**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: coccinaid@cocc.edu

Office use only

Initial \_\_\_\_\_

Date \_\_\_\_\_

Approved  Denied