



APPEAL FOR AN INCOME ADJUSTMENT

2009 – 2010
ACADEMIC YEAR

The Office of Financial Aid at Essex County College may consider your change in income if your/spouse or parent's income changed drastically from the 2008 tax year. **This appeal is valid only for 2009-2010.**

Important Note Regarding Registration:

Please be prepared to make a payment on your registration bill until your appeal is reviewed for eligibility. If eligible, funds will be applied to your registration bill up to the amount awarded. If denied, you will be responsible for the payment of your registration bill. **You are responsible for any outstanding balance not covered by aid.**

Review Procedures:

- All submitted documentation will be reviewed by the Financial Aid Office to determine if your appeal will be granted.
- An official notification of the decision will be sent to the student along with an explanation of any further action necessary to complete your application for aid.
- All the documents you submit will be maintained in your student file in the Financial Aid Office.

Instructions for submitting your Appeal for an Income Adjustment:

Please read this form carefully, complete the section that applies to your/spouse or parents situation and provide a copy of your/spouse or parent's 2008 tax return and any documents indicated on the back of this form that will support your income appeal.

Please complete this form and submit all documents and information to:

**THE OFFICE OF FINANCIAL AID, ESSEX COUNTY COLLEGE
303 UNIVERSITY AVENUE
NEWARK, NEW JERSEY, 07102**

NOTE: THE DECISION OF THE FINANCIAL AID OFFICE IS FINAL AND CANNOT BE APPEALED TO THE U.S. DEPARTMENT OF EDUCATION.

REQUIRED DOCUMENTATION FOR THE INCOME ADJUSTMENT APPEAL

Read the information below to determine which documents you (the student) will be required to submit to document your/spouse or parent's income for 2009.

Note: All the income you/ your spouse or parents received in 2009 must be documented from January 1, 2009 through December 31, 2009.

- All students must submit a copy of the student's/spouse's or parent's tax return for 2008.
- **Unemployment:** Printout from unemployment to verify the weekly amount received for 2009 and the number of weeks you will receive unemployment. **Note: If denied unemployment for any reason for 2009, provide a letter from unemployment that verifies you are not eligible for unemployment.**
- **Employed:** If employed for a different company or if now employed part-time instead of full-time for 2009, the company must document the number hours worked weekly and the hourly pay you/spouse parents received. This information must be on company stationery.
- **Welfare** – Complete a Verification Worksheet indicating the amount received from welfare in 2009.
- **Retirement** –Letter from company verifying the amount you/spouse or parents will receive in 2009.
- **Letter of Support** – **Please complete the statement of support (see page 4)** from all persons providing support to you/spouse or parents for 2009.
- **Child Support or Alimony** – Complete a Verification Worksheet indicating the amount received in 2009 from either source.
- **Disability** – A letter from the agency indicating the amount you/spouse or parents will receive in 2009.
- **Pension** – A letter from the company verifying the amount you/spouse or parents will receive in 2009. This letter must be on company stationery.
- **Last pay stub, if employed in 2009** – submit the last pay stub from any jobs worked in 2009. The check stub must be as of the date you stopped.
- **Savings** – Bank statement(s) showing the amount in all your/spouse or parent's accounts for 2009.
- **Severance Pay** – Letter from employer verifying amount you/spouse or parents received on company stationery for 2009.
- **Divorced/Separated** –Submit the 2008 tax return and the W2 form of the person's income that will be excluded for 2009 due to separation, divorce (please provide a copy of the divorce decree) or death (please provide a copy of the death certificate).
- **Other Income** – If you receive or have income from any **source not listed** on this page, please provide documentation of the amount of the assistance you/spouse or your parents will receive in 2009.

STATEMENT OF SUPPORT

(Complete this form only if you received support from someone else.)

NOTE: The Definition of Support – Support includes money, gifts, and loans, plus housing, food clothing, car payments or expenses, medical and dental care paid on the student’s behalf.

STUDENT’S NAME:	STUDENT’S ECC ID NUMBER:																		
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Briefly describe the reason why you are providing support the student:

INSTRUCTIONS: Please indicate the monthly amount you will provide the student from January 1, 2009 through December 31, 2009 for any of the items below:

EXPENSES	How much will this person pay per month from January 1, 2009 to December 31, 2009									
Housing (rent, mortgage)	\$.		
Child Care	\$.		
Cash	\$.		
Free Room and Board (check if applicable) <input type="checkbox"/>										
Medical/Dental	\$.		
Transportation (car, bus, taxi, etc.)	\$.		
Other Personal Expenses (clothing, groceries, etc.)	\$.		
Other; specify: _____	\$.		

Certification:

YOUR RELATIONSHIP TO STUDENT ⇒ (grandmother, aunt, friend, boyfriend, etc.)																				
YOUR HOME ADDRESS:	YOUR PHONE NUMBER:																			

By signing this document, I (the student) and the person providing the support, certify that all information provided on this form is true, accurate and complete:

STUDENT’S SIGNATURE	DATE
PLEASE PRINT NAME OF PERSON PROVIDING SUPPORT (LAST NAME, FIRST NAME)	DATE
SIGNATURE OF PERSON PROVIDING SUPPORT	DATE