

**CHANGE OF CIRCUMSTANCE REQUEST**  
Dependent Student  
**2009-2010**

Name: \_\_\_\_\_ UWF ID #: \_\_\_\_\_

The University of West Florida recognizes that situations occur which may affect your eligibility for financial aid. This form is designed to document those situations for review by the Financial Aid Office. **Adjustments made for a dependent student are done on the basis of a change in PARENT income ONLY. An adjustment will be approved only one time during your enrollment period at UWF. In addition, adjustments are limited to the situations outlined below.**

Please complete this form and submit it to the Financial Aid Office with the required documentation. **Incomplete requests will be returned and will not be reviewed until we have all the required paperwork.** Once reviewed, you will be notified of the decision. **If you have not already completed the Institutional Verification Form for 2009-2010, this form must also be submitted with your request for change of circumstance; it is available on our website.**

**For all situations involving loss of, or changes to, employment, you must provide:**

1. **A signed copy of your parent's 2008 tax return.**
2. **Documentation from the Unemployment Office of any unemployment benefits for calendar year 2009.**
3. **Documentation from the employer outlining the situation and dates of employment. If the request is due to a change in military status, DD214 is required.**
4. **Final pay stub from previous employer and/or most recent pay stub(s) verifying 2009 year-to-date income (for father and mother).**

I. Please review the section below and indicate which situation applies to you.

\_\_\_ A. Father/Mother is **currently** unemployed as a result of:

- \_\_\_ layoff
- \_\_\_ retirement
- \_\_\_ job transfer
- \_\_\_ disability
- \_\_\_ discharge/release

**\*\* If father/mother has quit their job, you are not eligible for a change of circumstance.\*\***

\_\_\_ B. Father/Mother has had a reduction of hours which was mandated by the employer.

\_\_\_ C. Father/Mother has changed employment as a result of layoff, retirement, disability, discharge.

\_\_\_ D. Untaxed income or benefits has ceased as of \_\_\_ / \_\_\_ / \_\_\_. You must provide documentation from the agency providing the benefits.

\_\_\_ E. **Excessive** medical and/or dental expenses not covered by insurance that your parents paid in 2008. Schedule A from IRS 1040, receipts, or canceled checks must be provided.  
**Do not complete Part III regarding anticipated income for 2009.**

