myUTSA ID: Student's First Name: La	ast:
-------------------------------------	------



2024-2025 Special Circumstance - Loss of Income Form

Directions: This form can be used to report changes that have occurred since filing the 2024-2025 Free Application for Federal Student Aid (FAFSA).

How to Submit Form: Documents must be uploaded via the **Document Uploader**.

• Fields to select on the Document Uploader: Department: Financial Aid & Scholarships; Term: 2024-2025; Category: Special Circumstances Form; Category 2: Loss of Income; Document: Loss of Income

STEP 1: ATTACH A LETTER OF EXPLANATION WINNINGWANDER STEP 1: ATTACH A LETTER OF EXPLANATION WINNINGWAND WINNINGWAND

- · You must provide a detailed, typed, and signed letter supporting your request.
- Specify the date of the loss of income.

Check the reason(s) for the loss of income and attach the required documentation indicated below. (Additional documentation may be requested)

Loss of Parent, Student or Spouse Income (due to layoff, termination, or reduction of hours)

- Submit documentation from former employer confirming loss of income, date of separation, and amount of severance pay.
- Submit copy of last pay stub from previous job showing year to date earnings.
- Submit copy of most recent pay stub from current job (if applicable).
- Submit a printout of the Texas (or applicable state) Workforce Commission Claim and Payment statement.
- Submit a copy of most recently filed tax return or tax transcript.

Loss of Unemployment Compensation or Workers' Compensation Benefits

- Submit a printout of the Texas (or applicable state) Workforce Commission Claim and Payment statement or
- Submit letter from Bureau of Workers' Compensation stating start/end dates and benefit amount.

Death of Parent or Spouse

· Submit copy of death certificate.

Divorce or Separation after FAFSA has been filed

- Submit legal separation papers, verification from attorney, or divorce decree.
- Submit documentation of any child support/alimony to be received per month.

A One-Time, Nonrecurring Income Received During 2022 Based on Financial Hardship

· Submit documentation identifying the source of income, how the funds were spent, and the amount of any remaining funds.

Continue on Page 2

			RRAAREQ Code: LOI, LOI2, LOI3 • WebX Code: FA_LOI
Date:	Received By:	Processed By:	Form revised 6/12/24 • Page 1 of 2

UTSA OFFICE USE ONLY:

myUTSA ID:	Student's First Name:	Last:		2024-2025 Special Circumstan Loss of Income Form · Pag
STEP 3. ESTIMATED INCO	ME ''''''''''''''''''''''''''''''''''''			numumumumumumumumumumumumumumumumumumum
Do not leave any blanks; er	nter "0" where necessary.			
Income Source for 2024			Estimated 2024 Gross Income	
Income earned from work	for father/stepfather (if dependent)			
Income earned from work	for mother/stepmother (if dependent)			
Income earned from work	for student			
Income earned from work	by spouse of student (if applicable)			
Other taxable income (inte	erest, pensions, unemployment, severance,	etc)		
Other untaxable income (v	vorkers compensation, housing allowance, e	etc)		
Total:				
 Certification Statement: You The information submitted Providing false information Underestimating the promotion You have read each section 	and SIGNATURES with signature on this document confirms you are for review is true and correct to the best of on may result in reduced eligibility, repaymer jected income could result in reduced eligibility, provided the all required documentation occessing times may be delayed.	ur acknowledgment of the standard of the standard of the standard of the standard of aid, or both. Ity, repayment of aid, or	he following: both in this year or next.	
Student Signature:		Phone or Email	:	Date:
Spouse Signature:		Phone or Email	:	Date:
Father/Stepfather Signature	2:	Phone or Email	:	Date:
Mother/Stepmother Signatu	ure:	Phone or Email	:	Date:
are entitled to receive and review the incorrect, in accordance with the pure the contract of	tled on your request to be informed about the information his information. Under Section 559.004 of the Texas Gow rocedures set forth in the University of Texas System Busion laws (Section 441.180 et seq.of the Texas Government of	ernment Code, you are entitled iness Procedures Memorandu	to have U.T. San Antonio correct in 32. The information that U.T. San	information about you that is held by us and that is n Antonio collects will be retained and maintained as

AND THE PROPERTY OF THE PROPER

____ Processed By: _____

Date: _____ Received By: _____

RRAAREQ Code: LOI, LOI2, LOI3 • Web	X C	ode: FA_LOI
Form revised 6/12/24	•	Page 2 of 2