

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

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

STEP 2: REASONS FOR REQUEST

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.

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