myUTSATD: Student's First Name: Last:	myUTSA ID:	Student's First Name:		Last:
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2026-2027 Special Circumstances Loss of Income Form

Directions: This form can be used to report changes that have occurred since filing the 2026-2027 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: 2026-2027; Category: Special Circumstances Form; Category 2: Loss of Income; Document: Loss of Income

STEP 1: ATTACH A LETTER OF EXPLANATION WINDOWN WINDOWN

- 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 2024 Based on Financial Hardship

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

Complete Change of Income Chart

Do not leave any blanks; enter "0" where necessary.

Income Source for 2026	Estimated 2026 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 (interest, pensions, unemployment, severance, etc)	
Other untaxable income (workers compensation, housing allowance, etc)	
Total:	

Continue on Page 2

		I	RRAAREQ Code: LOI, LOI2, LOI3 • WebX Code: FA_	_LOI
Date:	Received By:	Processed By:	Form revised 11/11/25 • Page 1	of 2

OFFICE USE ONLY:

myUTSA ID: Student's First Name: Last: Circumsta	2027 Specia ances Loss of Form · Page 2	2026.20			
The information submitted for review is true and correct to the best of your knowledge. Providing false information may result in reduced eligibility, repayment of aid, or both. Underestimating the projected income could result in reduced leligibility, repayment of aid, or both in this year or next. You have read each section, provided the all required documentation from each step, and realize that more information may be required upon request. During peak seasons, processing times may be delayed. tudent Signature: Phone or Email: Date: Another/Stepfather Signature: Phone or Email: Date: With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us conductive with se procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as coordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as coordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as	orm ⋅ Page 2	Circumstand	 Last:	ent's First Name:	UTSA ID:
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 Form revised 11/11/25
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