

Print Student's Last Name, First, M.I.

CofC ID Number

Print Parent's Last Name, First, M.I.

Parent Daytime Phone

Parent Email Address

After completing the 2026-2027 FAFSA, you may submit this form to document parents' special circumstances. To begin, select one or more of the parent's special circumstances below. Please provide all required documentation. Providing inadequate documentation will result in delayed processing or rejection of this request. Please note that submitting this request does not guarantee that a student will receive increased financial aid.

Reason for Filing a Parent Contribution Adjustment Request

Check the box that applies to your situation. **You must attach a detailed personal letter in addition to the required documentation below.**

- ☐ Your parents(s) earned money in 2024 but lost his/her job and remain unemployed. **Required documentation*:**
1. Statement from previous employer that includes your parents' last date of employment; and
 2. A current statement of unemployment benefits or severance package received, if applicable; and
 3. Final pay stub(s) for parents listed in household.
 4. Complete Estimated 2026 Year Income Statement on page 2 for parent and spouse.
* In some cases, we may require a future federal tax return before we make any adjustments.
- ☐ Your parent(s) earned money in 2024 but had a loss of income and earned substantially less money in 2026 or 2026. **Required documentation*:**
1. A copy of parents' 2025 IRS Tax Return Transcript and/or 2025 IRS 1040 Tax Return including schedules and W2(s).
 2. Final pay stub(s) from previous employer and last pay stub from current employer, for parent and spouse.
 3. Detail letter indicating dates, employers, severance, unemployment compensation, and other untaxed income.
 4. Complete Estimated 2026 Year Income Statement on page 2 for parent and spouse.
* In some cases, we may require a future federal tax return before we make any adjustments.
- ☐ Since completing the 2026-2027 FAFSA, your parents have separated or divorced. **Required Documentation:**
1. If parents separated after FAFSA filed, attach a statement indicating the date of your parents' separation and proof of separate domicile. Attach a copy of the separation agreement if applicable.
 2. If parents are divorced: Attach a copy of your parents' divorce decree.
 3. 2024 federal Tax return transcript(s) or signed and dated 2024 federal 1040 with schedules and W2's.
- ☐ Since completing the 2026-2027 FAFSA, a supporting parent has died. **Required Documentation:**
1. A copy of your parent's death certificate or obituary
 2. A signed and dated copy of the 2023 federal tax return with schedules and W2(s)
- ☐ Your parent(s) received a one-time income in 2024, loss, or reduction in benefit (e.g. Social Security payment, inheritance, child support received, IRA or pension distribution). **Required Documentation:**
1. A statement from source of one-time income indicating amount; and
 2. A statement from parent(s) indicating the disposition of the funds.
 3. Documentation of benefit loss or reduction (divorce decree, Social Security Notice)
- ☐ Your parent(s) paid out at least \$3000 for medical and/or dental expenses in 2024. Total medical and/or dental expenses PAID from January 2024 through December 2023: \$_____ **Required Documentation:**
1. Copies of medical and/or dental receipts showing medical payments paid out of pocket in 2024 not covered by insurance.
 2. Signed federal tax return and/or Tax Return Transcript including schedule "A" if claimed on federal return.

PARENTS' ESTIMATED YEAR INCOME STATEMENT

- 1) Date employment ceased (if applicable) _____
- 2) Income earned by mother from January 1, 2026, to December 31, 2026 _____
- 3) Income earned by father from January 1, 2026, to December 31, 2026 _____
- 4) Mother's taxable income (**other than earned wages**) expected from 01/01/26 to 12/31/26 (including unemployment, interest income, severance, pensions etc.) _____
- 5) Father's taxable income (**other than earned wages**) expected from 01/01/26 to 12/31/26 (including unemployment, interest income, severance, pensions etc.) _____
- 6) Parents' untaxed income from 01/01/26 to 12/31/26 from the following sources:
 - a) Deductible IRA and/or Keogh payments _____
 - b) Untaxed portions of pensions, IRA distributions _____
 - c) Annual Child Support received _____
 - d) Pension rollover or IRA Rollover into another qualified plan _____
 - e) Other untaxed income and benefits (explain and provide expected amounts, such as worker's compensation) _____
 - f) Foreign Income Exclusions _____

Update Totals: Cash/Checking/Savings _____ Investments _____
 Business Value _____ Number of people in household _____

I certify that the information listed above is a complete and accurate breakdown of all expected income, taxed and untaxed, for the calendar year **2026**. I further certify that if any information of the above information changes, I will notify the Financial Aid Office in writing of the changes.

Signature _____ Date _____

Office Use Only Approved SAI: Old: _____ New: _____

Denied Reason _____

Staff signature _____ Date: _____