

A Matter of Professional Judgment

Federal regulations allow a financial aid administrator (FAA) the discretion to address the economic needs of a student's household experiencing "special circumstances." The FAA may, on a case-by-case basis, exercise professional judgment when the standard application produces an EFC (estimated family contribution) that overstates the economic strength of a student's household or fails to take into account unusual but legitimate economic burdens. In such cases, the FAA may "adjust" the budget or the values of the data items required to calculate the Estimated Family Contribution (EFC) to more accurately reflect the student's household circumstances.



*New York City College of Technology
of the
City University of New York*

Office of Financial Aid

*300 Jay Street, Room NG-13
Brooklyn, NY 11201*

Phone: 718.260.5700

Fax: 718-254.8525

It is the policy of City Tech to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, unemployment status or status as a victim of domestic violence.

New York City College of Technology

*Income Adjustment
due to
Special Circumstances*



Office of Financial Aid, Room NG-13.

What if I have Special Circumstances?

During the academic year, you and your family may experience a change in your financial situation. You may feel your situation is unusual or warrants additional consideration. You may inquire about an income adjustment at the financial aid office.

What is my first step?

The first step is to complete the [Free Application for Federal Student Aid \(FAFSA\)](#). When completing the FAFSA, you must reflect income information as requested on the form.

Once we receive your FAFSA data, we must verify the information as reflected on the FAFSA, **you must complete the Verification Worksheet and bring in appropriate income documentation for the year (W-2 forms, 1099 forms, and IRS tax return transcripts)**. Once your information is verified, we will be able to review your circumstances for an income adjustment. **You must make an appointment.**

Circumstances that warrant special consideration may include, but are not limited to:

Unemployment or change of employment

Divorce or separation after applying for Federal student aid

Death of parent or student's spouse after applying for Federal student aid

Disability of student or parent or student's spouse

Loss of job due to a disability or natural disaster

One time income, such as an inheritance, IRA or pension distribution

Loss of unemployment compensation or some other untaxed income or benefit

Unusual Expenses not reflected on the FAFSA i.e. unusual medical or dental expenses not covered by insurance; extended family support; dependent care expenses



What is my second step?

You must **schedule an appointment** with a financial aid administrator to review the change in your current situation. Once you submit your verification documents, you will be placed on the income adjustment list. After we start reviewing income adjustments for the academic year, and your verification has been completed, you will be contacted via phone.

For the appointment, you will need to fill out and bring the **“Income Adjustment Request Form due to Special Circumstances”** or the form, **“Unusual Expenses.”** The form must be completed and signed. Please make sure you give a detailed explanation of the change in your situation. Give the date of the change, and explain the anticipated income for the period of reference. It is most important to come to the appointment with supporting documentation to explain your new circumstance. On the forms, the appropriate documentation for your individual circumstance is listed. We strongly suggest that you bring the documentation needed. Most times, follow up appointments and additional documentation are required in considering the adjustment to your income data. Please come well prepared for the appointment.

Deadlines for applying

Fall 2016 November 14, 2016

Spring 2017 April 13, 2017