



Kingsborough Community College
2001 Oriental Boulevard
Brooklyn, New York 11235
Financial Aid Office

*Required Documentation for Income Adjustment Due to
Extenuating Circumstances*

Loss of employment or change in employment status*

- Letters from prior employers, stating termination dates and 2009 earnings to date (on letterhead, signed, dated) and last pay stub.
- Letters from any current employers, stating expected earnings for 2009 (on letterhead, signed and dated).
- Statement from Unemployment Office showing amount of benefits received and expected unemployment benefits in 2009.

Divorce or separation of student or parent

- Divorce - copy of divorce decree.
- Separation - copy of the legal separation document or a signed statement from your attorney, showing the date of separation.

Death of a spouse or parent

- Copy of Death Certificate.

Loss of untaxed income

- Letter from the agency that provided benefits, showing date benefits were terminated, and a summary of benefits received.

Disability of student or spouse or parent*

- Medical documentation of disability and of any benefits received as a result of the disability
- Statement of income from any other sources.

Unusual medical or dental bills or handicapped -related expenses

- A copy of Schedule A of the Federal 1040 form or canceled checks or receipts showing amount with a current statement from the insurance company showing expenses were not reimbursed.

Note: Tax filers must provide copies of 2008 federal tax return and W-2 forms.

*Required for student and parent(s) if dependent – required for student/spouse independent.

Attach required documentation to complete form, and return to the Financial Aid Office
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