



Lander University Financial Aid Office

25SCAR

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 Phone: (864) 388-8340 • Fax: (864) 388-8811

2024-2025 Student Contribution Adjustment Request

Complete this form if you feel your family has special circumstances that should be considered with your application for financial aid. All sections below must be completed and the form must be signed in order for the request to be reviewed. **If you have a special circumstance that you feel warrants a review but that is not listed below, please speak with a counselor in the Financial Aid Office for additional instructions.**

Student's Last Name	First	MI	Lander ID (L#)
Local Address			Local Phone #

Circumstances and documentation:

Your request for an adjustment **must be accompanied** by the following:

- You must have submitted your 2024-2025 Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa>.
- A detailed letter explaining the circumstance(s) surrounding the request; **AND**
- Appropriate documentation from the chart below:

Circle one	Circle one	Circumstance	Documentation Needed
1		Student has become separated or divorced since applying for aid	<ul style="list-style-type: none"> ▪ Copy of divorce decree or legal separation agreement. ▪ Signed copy of student's and spouse's 2022 Federal Income Tax Return, all Schedules, W-2(s) and 1099(s) ▪ Signed copy of student's and spouse's 2023 Federal Income Tax Return, all Schedules, W-2(s) and 1099(s) ▪ Contact the Financial Aid Office if you do not have one of these documents
2		Spouse, whose income was included on the applications, has died	<ul style="list-style-type: none"> ▪ Copy of death certificate or obituary ▪ Signed copy of student's and spouse's 2022 Federal Income Tax Return, all Schedules, W-2(s) and 1099(s) ▪ Signed copy of student's and spouse's 2023 Federal Income Tax Return, all Schedules, W-2(s) and 1099(s)
3	2024 tax year 2025 tax year	Student (or spouse, if married) has experienced a loss of employment resulting in a significant decrease in income compared to the 2022 tax year (January 1-December 31). Date Change Occurred: _____/_____/_____	<ul style="list-style-type: none"> ▪ Letter from employer documenting last day of employment ▪ Copy of last pay stub ▪ Documentation of severance pay, vacation pay, unemployment, retirement, or disability benefits to be received for 2024 or 2025, if applicable ▪ Statement from Employment Security Commission confirming unemployment eligibility. ▪ Copy of last 3 pay stubs for student's spouse or partner, if applicable ▪ Projected 2024- or 2025-Income Statement
4	2024 tax year 2025 tax year	Student or spouse has experienced a change in employment resulting in a significant decrease in income compared to the 2022 tax year (January 1-December 31). Date Change Occurred: _____/_____/_____	<ul style="list-style-type: none"> ▪ Letter from employer documenting change in employment ▪ Copy of last pay stub from prior job ▪ Copy of last 3 pay stubs from new job ▪ Statement from Employment Security Commission confirming unemployment eligibility. ▪ Copy of last 3 pay stubs for student's spouse or partner, if applicable ▪ Projected 2024- or 2025-Income Statement
5		Student or spouse received unemployment compensation or some type of untaxed income or benefit in the last calendar year but has completely lost this income or benefit. The untaxed income or benefit must be from a public or private agency, a company, or because of a court order	<ul style="list-style-type: none"> ▪ Letter from the benefit agency documenting that benefit has ceased
6		Student or spouse received a one-time lump sum distribution	<ul style="list-style-type: none"> ▪ Documentation of type, source, and date of lump-sum distribution
7		The family has paid unusual medical, dental, or nursing home expenses, not covered by insurance	<ul style="list-style-type: none"> ▪ Medical bills or account statements showing medical expenses paid (OR 2022 Schedule A showing medical expenses). Expenses covered by insurance will not be considered
8		Student's or spouse's taxable income increased due to a fund transfer from a regular IRA account to a Roth IRA account	<ul style="list-style-type: none"> ▪ Documentation that funds were transferred from a regular IRA to a Roth IRA
9		Family member did not receive Earned Income Credit, Federal housing assistance, Free or reduced-price school lunch, and/or Medicaid in 2022 or 2023 but is receiving the assistance now.	<ul style="list-style-type: none"> ▪ Documentation of type, source, and date assistance was received.
10		Student paid dependent care expenses not covered by another source	<ul style="list-style-type: none"> ▪ Letter or bills documenting amount and type of expenses paid for 2022 or 2023
11		Student paid elementary and/or secondary school tuition for dependents	<ul style="list-style-type: none"> ▪ Letter or bill from school documenting amount of tuition paid for 2022 or 2023

