

Williams

2023 – 2024 FINANCIAL AID REQUEST FOR REVIEW

Please submit via the document upload site:
<http://finaid.williams.edu/document-upload/>

Student Name: _____

Williams ID: _____

A. Guidelines

Instructions: Information presented in this request should be either new information, information you were unable to share in your initial application, or information that has changed significantly from your initial application. **Please complete sections B and C of this form as completely and accurately as possible.** If parents are divorced, separated, or never married and do not live together, each parent must complete an individual review form.

Process: Our Financial Aid Review Committee reviews all requests on a rolling basis, and may request additional information through email prior to making a final decision. If we are reviewing this information prior to your initial award, we will respond when awards are released. If we are reviewing this information after your initial award, we email a revised award notification directly to the student. Response time will vary based on our volume of requests at the time your request is received, but our goal is to respond within one week. If the financial aid award is revised based on using projected income for 2023, you will be required to provide documentation of that income in January of 2023. If actual 2023 income is greater than projected 2023 income, your financial aid may be reduced.

B. Reason for Review

Check the box below that most accurately describes your situation. You may check more than one.

- Significant loss of parent income due to change in employment circumstances. **Please provide the following:**
 - Date of wage reduction: _____. *If the parent becomes re-employed, you must notify our office within two weeks of the change.*
 - Submit a personal statement including details of the change in wages.
 - Submit your full 2022 federal tax return, including all pages, schedules, & W-2 statements.
 - Complete projected income worksheet on the next page.
 - Attach documentation of reduction, severance, and/or unemployment benefits, and most recent pay stub for each parent. *Financial aid review requests related to a parent’s loss of income will be considered only after more than eight weeks of unemployment.*
- Untaxed income or benefits received have been reduced or terminated. **Please provide the following:**
 - Submit a personal statement including details of the change in income/benefits.
 - Date of termination or reduction: _____.
 - Attach documentation from the agency providing the benefits.
- Extraordinary unreimbursed medical and/or dental expenses. **Please provide the following:**
 - Detailed explanation with an itemized list of out-of-pocket expenses not covered by insurance.
- Eldercare expenses for the student’s maternal or paternal grandparents. **Please provide the following:**
 - Detailed explanation and supporting documentation of the expenses.
- Parent educational loan expenses for the parent’s own undergraduate or graduate education (*not* parent loans borrowed for siblings): _____. **Please provide the following:**
 - Attach most recent statement indicating type of loan, loan servicer, and monthly payment amount required, plus total payoff amount of loan/s.
- One-time lump sum income or capital gain/distribution in 2021. **Please provide the following:**
 - Explanation of the circumstances and submit a copy of full 2022 federal tax return. Please note that the circumstances should be one-time occurrences in 2021 which did not occur in 2020, and are not expected again in 2022 or 2023.
- Death of a parent following application submission. Date: _____. **Please provide the following:**
 - Documentation of any death benefits.
- Other. If none of the above categories describe your family’s situation, attach an explanation of your circumstances with as much detail and documentation as possible. **If your situation involves a change in income, complete the Projected Income Section on the next page.**

We will not consider the following circumstances for a review:

- Expenses related to extracurricular activities, home and vehicle maintenance or purchase, consumer debt, and parent loans borrowed to finance sibling education, including graduate school.
- Unwillingness to contribute to educational expenses.
- Unwillingness for parent or student to borrow loans to help pay the contribution.

C. Projected Income

Complete this section if this request is based on a loss of employment or any other income-related change. If parents are divorced, separated, or were never married and do not live together, each parent must complete and submit a separate form.

- **Provide information for all categories of income, not just the types of income that have changed.**
- Attach any documentation you have for your figures, such as your most recent pay stubs, a letter from your employer regarding severance package terms, unemployment benefit statement, etc. **Don't forget your completed 2022 federal tax return & W-2s.**
- **Actual income will be verified in 2024.** If changes were made to your financial aid based on your projections and the actual figures are higher than your projections, aid may be adjusted.
- Enter "0" if no income of a listed type is expected.

2023 Total Income		Actual 2023 Income (1/1/23 to Present)	Estimated 2023 Income (Present to 12/31/23)	Total 2023 Income
Provide Parent 1 Name:	2023 gross work income <i>Include copy of most recent paystub</i>			
Provide Parent 2 Name:	2023 gross work income <i>Include copy of most recent paystub</i>			
Severance compensation (if not included above)				
Unemployment compensation Amt/week x # weeks				
Net income from self-employment <i>Include copy of current Cash Flow & Balance Sheet</i>				
Net income from farms, rents, partnerships, etc. <i>Specify and include current Cash Flow & Balance Sheet</i>				
Pensions/Annuities/IRA Withdrawals – <i>please indicate the reason for withdrawal</i>				
Interest and Dividend Income				
Capital Gains/State income tax refund/Alimony				
Payments to tax-deferred pension & savings plans <i>(ex. pre-tax contribution to 401k & 403b plans)</i>				
Social Security Benefits for <i>all</i> family members				
Disability benefits				
Worker's Compensation				
Child support received for <i>all</i> children				
Veterans Benefits				
Other untaxed income/benefits <i>Please specify source</i>				
Total Sum from all sources				

The information provided on this form is accurate and complete to the best of our knowledge. We have provided our complete 2022 federal tax returns, including all schedules, and W-2 statement(s) and 2022 business returns.

Parent Signature _____ Date _____