

COVID-19 Income Reduction Request

UAB Office of Student Financial Aid

SECTION I – STUDENT INFORMATION

Last Name:	First Name:	Middle Initial:
Blazer ID:	Date of Birth:	
Student Phone Number:	Parent Phone Number (for dependent students):	

SECTION II – INSTRUCTIONS & DISCLOSURE

Complete the following form if the student and/or spouse/parent has experienced a major change in income due to the 2020 COVID-19 pandemic. The request will be evaluated based on expected income during 2020 including unemployment benefits and any documentation submitted. If your request is approved, the information on the FAFSA will be updated and the Expected Family Contribution (EFC) will be recalculated. Recalculation of the EFC does not guarantee a change to the student's federal financial aid.

To ensure compliance with federal regulations, there are limits to which circumstances can be considered. Income reductions are considered on a case-by-case basis and must have occurred outside of student/parent control.

Upon submission of this form, you will be notified by the Financial Aid Office on how to upload your supporting documentation. We cannot process this appeal without specific details regarding your special circumstances or without appropriate documentation.

Please Note:

- Students must complete the 2020-2021 FAFSA at www.fafsa.gov before an Income Reduction Request can be processed.
- Families with an EFC of zero will not be reviewed and should not submit an Income Reduction Request.
- All verification requirements must be satisfied before your appeal can be considered.
- **Approval of a request does not guarantee receipt of additional federal financial aid.**

Do you have a 2021 FAFSA on file?**Yes****No****Have you been offered a UAB Scholarship?****Yes****No**

SECTION III – INDICATE SPECIAL CIRCUMSTANCES

Indicate below what income or employment circumstances have changed due to COVID-19.

If special circumstances exist that might change your need, based on your financial information on the FAFSA, please submit this form using the button at the bottom of this page. The Financial Aid Office will follow up with instructions on how to upload your supporting documentation detailed below.

Special Circumstance	Required Documents
Unemployment or change in employment that occurred due to COVID-19 (Please note: Voluntarily leaving employment will not be considered.)	<ul style="list-style-type: none">• Statement explaining circumstance (include dates of unemployment)• Letter(s) of separation from employer(s) or proof of unemployment benefits being received, severance package• Year to date pay stub for previous employment• Most recent pay stub(s) for new employment (if applicable)

Notes:

- Instructions on how to upload your supporting documentation to the Verification Forms Portal will be emailed to you within 3-5 business days of submission of this form. Your request for income reduction is not considered complete until all supporting documentation is received by the Financial Aid Office.
- **Unemployment benefits (if applicable) and any future projected income for the year will be added to income information.**

SECTION IV – CERTIFICATION & SUBMISSION

To the best of my knowledge, the information in this appeal is true. I understand that misrepresentation of facts in connection with this appeal may result in cancellation and repayment of federal financial aid.

Student Signature:	Date:
Parent Signature:	Date:

Supporting documentation should be submitted to the UAB Student Financial Aid Office through the Verification Forms portal on the student's My Financial Aid page in BlazerNet. Once we receive this form, you will be notified by email when the Verification Forms portal is available to upload documentation. Please allow 10-14 business days for processing. A final decision will be communicated to you via email. Processing times may be substantially longer during peak processing times. Check your BlazerNet and UAB email accounts often for updates regarding your request.

Submit

Clear Form

**STUDENT FINANCIAL AID
Office of the Provost**