### About Eligibility Review Request Processing:

1. **Documentation Required:** Provide documentation that supports your financial and personal information statements.
   - Incomplete requests may be delayed or returned. Additional information will be requested when necessary.
   - Example: Student provides parent wage data, but there is no parent signature: Review delayed until signatures received for parent data.
   - Example: Family statement indicates child support is being received but $0 is reported in the financial section: Additional follow-up required.

2. **Descriptive Statement:** You must provide a written description about your current financial situation.
   - Example: If you are reporting a reduction in wages due to COVID-19 economic impacts in 2020 let us know if you returned to work before the end of 2020; if you have not returned to work or are working but earning less, describe your current or planned income environment.

3. **Signatures:** The student and/or parent(s) providing financial data must sign the review form.

4. **Notification of Outcome:** If we are able to make a revision to your aid, a notification will be sent when the review is completed.

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### Return your documents to the address above, fax (518) 276-4797, or upload: https://admissions.rpi.edu/aid/upload

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### A Who is Experiencing the Loss of Income?

<table>
<thead>
<tr>
<th>Parent 1 on FAFSA</th>
<th>Parent 2 on FAFSA</th>
<th>Student or Spouse</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Reason for Loss of Income (check all that apply):**
- Loss of Employment
- Forced Reduction to Paid Work Hours
- Change of Job with Reduction in Pay
- Loss of Business Income
- One-Time Pension Withdraw or Roll-Over
- Other: ________________

**Start Date of Income Reduction:** ________________

**End Date of Income Reduction:** ________________

**COVID-19 Pandemic Impact**

If person became unemployed due to COVID-19 pandemic impact to economy, have they returned to the same employer with same/similar pay as before? **Y / N** **Y / N** **Y / N**
2021 Tax Year Income and Taxes Paid:

* Report Taxes Paid and retained by IRS, Not Withholdings from W-2 Statements.
* Provide copies of 2021 Federal 1040 and/or other year-end documents to support your numbers.
* Provide employer letters or other “agency statements” that may help our understanding of your current financial situation.
* Continue to the next section to provide your 2021 tax year income data.

Prior to Actual 1040 Filing
Provide Estimated Data and
2021 Year-end Financial Documents

2021 Tax Year Data

<table>
<thead>
<tr>
<th></th>
<th>Parent 1</th>
<th>Parent 2</th>
<th>Student &amp; Spouse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did or will you file 1040 “Schedule 1” for Additional Income types?</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
</tr>
<tr>
<td>(This is not Schedule A for Itemized Deductions)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

1 Adjusted Gross Income from 2021 Federal 1040 Tax Form
(If a joint return was filed, note AGI under Parent 1 only)

   Employment Income / Wages $________ $________ $________
   Interest / Dividend Income $________ $________ $________
   Alimony Received $________ $________ $________
   Business or Rental Property Income $________ $________ $________
   Unemployment Compensation $________ $________ $________
   Taxable Social Security Benefits $________ $________ $________
   Taxable Pension or Retirement Distributions $________ $________ $________
   Other: $________ $________ $________

2 Total Taxes Paid: From 2021 Federal 1040
$________ $________ $________

3 Untaxed Income: Provide 2021 Year end totals.

   Child Support Received $________ $________ $________
   Public Assistance (TANF) $________ $________ $________
   Untaxed Pension or Retirement Distributions $________ $________ $________
   Untaxed Social Security Benefits (type: ____________) $________ $________ $________
   Pre-Tax Retirement Account Contributions $________ $________ $________
   Other: $________ $________ $________

4 Value of Necessary Expenses Paid for by Others

   Mortgage or Rent Payments Made on Your Behalf $________ $________ $________
   Value of Utility Bills Paid on Your Behalf $________ $________ $________
   Value of Additional Required Bills or Expenses Paid By Others $________ $________ $________

C SIGNATURES:

Sign here to indicate your agreement that all information provided about you within this request are true to the best of your knowledge.

Student ________________________ Date __________
Spouse / Parent 1 ________________________ Date __________
Parent 2 ________________________ Date __________

Please return this form and all supporting documents to the address above, fax (518) 276-4797, or upload to https://admissions.rpi.edu/aid/upload. Incomplete forms will delay the processing of your request.