



Students who have a change in circumstances affecting finances can submit this form for review by the Financial Aid Committee. Please save this form, complete and sign it, and submit it either in person to the Financial Services Office in Harrup, via fax to 610-917-1475, or by mail to:

Financial Services Office  
University of Valley Forge  
1401 Charlestown Road  
Phoenixville, PA 19460

Along with this form, please send the following documentation:

- A detailed, typed explanation of the nature of the special circumstances
- Completion of Verification process
- Proof of loss of employment (if applicable)
- Death certificate of parent or spouse (if applicable)
- Proof of medical bills paid out-of-pocket (if applicable)
- Other supporting documentation, as needed

Please allow two to four weeks for processing. All decisions will be communicated to the student in writing.

Please contact the Financial Services Office with any questions at 610-917-1475 or [financialservices@valleyforge.edu](mailto:financialservices@valleyforge.edu).

Student's Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Has the student filed the FAFSA? Yes No

Special Circumstances: (check any that apply)

Loss of Employment    Reduction in Income    Death of Parent or Spouse    High Medical Bills Paid

Other    If other, please explain \_\_\_\_\_

For Financial Services Use only:

Professional Judgment Decision:    Approved    Not Approved

Reason: _____	
ISIR Transaction # _____	ISIR PJ Indicator checked _____
AGI was \$ _____	Changed to \$ _____
Taxes paid were \$ _____	Changed to \$ _____
Parent 1 wages were \$ _____	Parent 1 wages changed to \$ _____
Parent 2 wages were \$ _____	Parent 2 wages changed to \$ _____
Student wages were \$ _____	Student wages changed to \$ _____
EFC was _____	Changed to _____
Pell was \$ _____	Changed to \$ _____
Notes: _____	
Approved by: _____	



Projected 2023 Household Income, based on Current Employment Status

Table with 4 columns: Estimated 2023 Gross Taxable Income, Parent 1, Parent 2, Student. Rows include Wages, Salaries, & Tips; Severance Pay; Taxable Portion of IRA Distributions (premature); Taxable Portion of Interest Dividend Income; Business or Farm Income; Capital Gains; Income Received from Rental Properties; Alimony Received; Unemployment Compensation; Taxable Portion of Social Security Benefits; Any Other Taxed Income; Total 2023 Estimated Gross Taxable Income.

Table with 4 columns: Estimated 2023 Untaxed Income, Parent 1, Parent 2, Student. Rows include Payments to Tax-deferred Pension/Savings Plans IRA; Deductions and Payments to Self-employed SEP, SIMPLE, Keough, and Other Qualified Plans; Child Support Received; Tax-exempt Interest Income; Untaxed Portions of IRA Distributions; Untaxed Portions of Pensions; Housing, Food, and Living Allowance; Paid to Members of the Military or Clergy; Veteran's Non-education Benefits; Other Untaxed Income (Worker's Comp, Disability, etc.); Money Received or Paid on Family's Behalf Not Reported Elsewhere; Total 2023 Estimated Untaxed Income.

Total 2023 Projected Household Income

Each person signing this worksheet certifies that all of the information reported on this worksheet is complete and correct. The student and one parent must sign and date.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_