

**CREIGHTON UNIVERSITY Financial Aid Office**  
2500 California Plaza, Omaha, NE 68178

**2018-19 PARENTS' ESTIMATED YEARLY INCOME**

Student's Full Name (Please print) \_\_\_\_\_

Student's NET ID \_\_\_\_\_

Your parents indicated that the family income for the 2017 or 2018 calendar year are or will be substantially less than the amount in 2016 (as reported on the FAFSA). So that we may consider using your parents' estimated income to determine your financial aid eligibility, we need documentation as to why and when the family's income decreased. **See back of this form for an explanation of Creighton's special circumstances policy and required documentation.**

Parents' current income is less than that from 2016 because of the following: **(Check all that apply with the date it became effective** and use the space below to explain in detail). Along with this form, attach documentation from a third-party that verifies the action indicated below.

**Loss of employment:** \_\_\_\_\_ **Separation / Divorce:** \_\_\_\_\_ **Loss of untaxed benefits:** \_\_\_\_\_ **Working fewer hours:** \_\_\_\_\_ **Other reason:** \_\_\_\_\_

To the best of your ability, indicate below the income actually earned to date this year (2018) and estimate income going forward through calendar year 2018. Please complete each line below and **attach documentation** for entries. This could be in the form of pay stubs, information from your employer, copy of a court order or a letter from a social service agency, etc. Also provide signed and dated copies of 2016 and 2017 Federal tax return transcripts and W-2 form(s) if you have not already done so.

Parent 1    ↓    
 Parent 2    ↓

Income Received from: ↻	Actual To-Date \$\$	Estimated for remaining Calendar Yr \$\$	Actual To-Date \$\$	Estimated for remaining Calendar Yr \$\$	Year total (Actual-to-date plus estimated) \$\$
Earnings from Work					
Interest/ Div Income					
Business Income					
Farm Income					
Unemployment Benefits					
Soc Sec Benefits (taxable)					
Housing allowance military/clergy					
Alimony received					
Pensions / IRA					
Capital Gains					
Rental / Royalty					
Other Untaxed Inc. i.e.: Child Support					
Other (please explain)					

Grand Total:      \$\$

**I agree to provide Creighton University's Financial Aid Office with all documentation, as requested, to verify the information shown above. I understand that not providing this information will delay and/or suspend a final decision by the Financial Aid Office. All decisions made by the Financial Aid Office personnel are final with no additional option for appeal.**

**With my signature below, I certify that the information provided on this form and any supporting forms is true and correct to the best of my knowledge.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date signed

## Special Circumstances Requests/Reviews Policy

Creighton University, as allowed by law, considers life changes that occur after the completion of the FAFSA. Special circumstances are reviewed on a case-by-case basis, and the university is limited regarding the adjustments that can be made. The Financial Aid Office must have the results of a valid FAFSA prior to any review. If requested documentation is not attached or items are missing, the form may not be processed. As such, if clarification of your situation is necessary, we may request additional information or documentation beyond the requested items below. Special Circumstances Requests/Reviews will not be processed until parents have completed their 2016 federal taxes and are able to obtain their 2016 federal tax return transcript.

- \* If you estimate that your 2017 and/or 2018 income will be less than your 2016 income reported on the FAFSA due to
  - loss of employment
  - separation/divorce or death of a parent
  - reduction in work hours/pay, (not including overtime or bonuses)
  - loss of income/benefits, etc.
  - inflated income due to withdrawal of funds to pay for education

then please provide the following:

- A separate page explaining the reduction/difference in income.
  - A completed Estimated Yearly Income Form (to print the form go to [www.creighton.edu/financialaid](http://www.creighton.edu/financialaid), click on Commonly Used Forms).
  - Applicable third-party documentation supporting the claim (such as copy of final paystub, copy of letter from employer, copy of benefits package, unemployment information, separation agreement, etc.).
  - A copy of your 2016 and 2017 federal tax return transcripts.
  - Copies of all 2016 and 2017 W-2s
  - Copy of the Creighton Verification Worksheet (go to [www.creighton.edu/financialaid](http://www.creighton.edu/financialaid), click on Commonly Used Forms).
- \* If you have younger children who are attending private elementary, middle/junior high, or high school and you are paying tuition for them, you may indicate the amount you are paying **out-of-pocket** for the 2018-19 academic year on the Creighton Verification Worksheet. Please do not include tuition you are paying for children attending college as that information is reflected on the FAFSA in the household size and number in college section.
  - \* If you would like to report high out-of-pocket medical expenses (not including premiums or deductibles), please provide a letter of explanation as well as a copy of the 2016 and 2017 federal taxes, including the Schedule A – Itemized Deductions. If you do not itemize your deductions, please provide the information regarding your out-of-pocket medical expenses in a spreadsheet or other detailed format along with any documentation you feel is applicable.

Please note that it is our policy not to consider:

- *a reduction in overtime pay, commission, bonuses, or one-time winnings.*
- *income from those who are self-employed (due to lack of official income documents that are able to be provided such as paystubs).*
- *Insurance Premiums or deductibles*