OFFICE OF FINANCIAL AID

2024-25 Change in Circumstances Form

Student Name: _____ Pomona ID: _____

Typically, your 2024-25 financial aid eligibility is based on your family's 2022 income. If your family's financial circumstances have changed significantly since 2022, or there is information that was not reported on the initial application, you can request a second review. Because the nature of the change in circumstances can vary, be sure to consult the requirements listed below. Prior to requesting a second review, your financial aid file must be complete, and you have received your initial Offer of Financial Aid.

This form should be used as a coversheet for the required supporting documentation listed below

Step 1:

Check	Category	Required Supporting Documentation
☐	**Significant loss of income due to job loss or change in employment**	• Detailed explanation, including effective date of unemployment/change in income • Pomona College *Parent Income and Expense Statement* • 2023 and/or 2024 federal tax return (including Schedules and Form W2s) • Separation/termination letter from your employer • Copy of severance benefits, if applicable • Copy of unemployment benefits, if applicable **A minimum of 6 months must pass from the effective date of the change in income before a second review will take place. Income changes occurring in 2023 will not be reviewed until 2024 federal taxes are available.*
☐	**One-time/ non-recurring income**	• Detailed explanation, including how the one-time income was used • Documentation of the IRA distribution, sale of property, inheritance, etc.
☐	**Unusually high medical/dental expenses**	• Detailed explanation • List of out-of-pocket medical/dental expenses not covered by insurance, including itemized receipts
☐	**Eldercare/family care expenses**	• Detailed explanation • Documentation, including itemized receipts, cancelled checks or wire transfers
☐	**Other**	• Detailed explanation • Pomona College *Parent Income and Expense Statement* • Pertinent supporting documentation including itemized receipts

Step 2: Student and Parent Certification

I/we certify that the information provided with this form is accurate and complete as of this date. I/we understand that the request of a second review does not guarantee a change to my financial aid eligibility. I/we understand that any revision based on this does not guarantee that the same adjustments will be made in future years; in such situations, the family should notify the Office of Financial Aid. No electronic signatures.

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

Review Process: Your appeal will be reviewed on a rolling basis. Please allow up to two (2) weeks before contacting the Office of Financial Aid about the status of this appeal. You may be requested to submit additional information if the request is incomplete. A Revised Offer of Financial Aid will be provided to the student through the financial aid portal if a change can be made.