



FOR OFFICE USE ONLY
Correction Date & #
Initials:
New SAI:

Student Financial Services – South Texas College

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2025-2026 Income Reduction Form-Dependent Student

Purpose: Use this form to request a reassessment of your financial information due to special circumstances, such as a change in family income or employment status.

Instructions:

Include **your name and STC ID** on all statements. Do NOT use white-out.

Student Information

STC ID:	SSN: XXX-XX-		
Last Name:	First Name:	MI:	DOB:
Phone:	Email:	@stu.southtexascollege.edu	

Required Documents

If 2024 income is lower than 2023

Submit the following:

1. A statement explaining why 2024 income was lower (e.g., job loss, employment change). Include dates.
2. Signed copies of 2023 tax returns (**if not imported from IRS to FAFSA**).
3. Signed copies of 2024 tax returns.
4. If due to a **parent's death**, include the death certificate.
5. If due to a **divorce**, include the final divorce decree.

If 2025 income is lower than 2023

Submit the following:

1. A statement explaining why 2025 income will be lower. Include dates.
2. Signed copies of 2023 tax returns (**if not imported from IRS to FAFSA**).
3. Signed copies of 2025 tax returns (available February 2026 or later).
4. A statement from the employer on company letterhead, including:
 - Employment start and end dates
 - Hours worked per week
 - Rate of pay
5. If an employer cannot provide a statement, submit a personal statement with the same details.
6. A copy of the last **2025 paycheck stub** from all jobs, showing year-to-date wages.
7. A **Texas Workforce Commission** printout of unemployment benefits received in 2025.
8. If no unemployment was received, complete the **Monthly Income** section on page 2.
9. If due to a **parent's death**, include the death certificate.
10. If due to a **divorce**, include the final divorce decree.

STC ID: _____ NAME: _____

Monthly Income (2025)

List all income sources, such as wages, unemployment, business income, pensions, or family support.

Month	Student Income Source	Parent Income Source	Student Amount	Parent Amount
January			\$	\$
February			\$	\$
March			\$	\$
April			\$	\$
May			\$	\$
June			\$	\$
July			\$	\$
August			\$	\$
September			\$	\$
October			\$	\$
November			\$	\$
December			\$	\$
Total			\$	\$

Processing Time:

Up to 2 weeks (4 weeks during peak times like July & August)

Tuition deadlines still apply – make payment arrangements while waiting

✦ How to Check Your Status:

Log into JagNet → Click Financial Aid → Select Award Year → Check Notifications

✦ How to Submit:

In person: Pecan, Mid Valley, or Starr Co. Financial Services Office

Online: **Upload** to our Office via STC JagNet

CERTIFICATION and HAND WRITTEN SIGNATURES

We can only accept electronic signatures/typed signatures if you are uploading your documents via your STC JagNet account, which authenticates your identity.

By signing below, I certify that all information provided is complete and correct.

⚠ **Warning:** If you purposely provide false or misleading information, you may be fined, imprisoned, or both.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

STUDENT FINANCIAL SERVICES DEPARTMENT USE ONLY				
Approved:	Disapproved:	Pending:	SFS Initials:	Date:
Additional Information Requested/Comments:				

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