



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

Student Financial Services – South Texas College

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2025-2026 Income Reduction Form-Independent 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:

Use **black or blue ink** only. **No whiteout.** Include **your name and STC ID** on all statements.

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	Spouse Income Source (if married)	Student Amount	Spouse Amount (if married)
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: _____

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

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