



FINANCIAL AID OFFICE

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 ☎ (415) 239-3575/3576 • Fax (415) 239-3917

Must submit in person

2011-2012

REQUEST TO CONSIDER PROJECTED INCOME

RPI 1 1

Name of Financial Aid Applicant			
Last Name	First	MI	Student ID

A. Explanation of Special Circumstances

The Financial Aid Office will review the following information to determine whether or not your eligibility for financial aid for the 2011-2012 academic year will be based on projected income rather than on 2010 income. For serious consideration, you **MUST attach a thorough and meaningful statement that clearly explains your and your family's special circumstances. Please specify if you received unemployment benefits, the date of receipt, and the amount.**

Requests must be submitted no later than two weeks before your last date of attendance.

B. Indicate By Checking Below Reason(s) for Request:

Reason For Income Reduction	Date of Occurrence	Student/Spouse	Parents	Documentation Required
Loss/Reduction of Work		<input type="checkbox"/>	<input type="checkbox"/>	Agency Notification (such as EDD), and/or Letter from Employer, AND 3 most current pay stubs.
Separation/Divorce		<input type="checkbox"/>	<input type="checkbox"/>	Legal document, Proof of Current Income of Student or Custodial Parent.
Illness/Disability		<input type="checkbox"/>	<input type="checkbox"/>	Medical Statement, Proof of Current Income such as Disability Insurance Doc., etc.
Loss of Benefits		<input type="checkbox"/>	<input type="checkbox"/>	Agency Notification (such as SDI, Workman's Compensation, etc.).
Other: medical, dental, or nursing home expenses not covered by insurance, recent unemployment of family member, homelessness, etc.		<input type="checkbox"/>	<input type="checkbox"/>	Supporting Documents

C. Projected Gross Income	Student	Spouse (if married)	Mother	Father
Aug. 2011				
Sep. 2011				
Oct. 2011				
Nov. 2011				
Dec. 2011				
Jan. 2012				
Feb. 2012				
March 2012				
April 2012				
May 2012				
June 2012				
July 2012				

D. I/We certify that the information above is true and correct to the best of my/our knowledge and belief. Explanations regarding your spouse or parents' change of income must be signed by your spouse or parents.

Student's Signature	Date	Father's Signature	Date
Spouse's Signature	Date	Mother's Signature	Date



2011-2012

REQUEST TO CONSIDER PROJECTED INCOME (RPI) OVERVIEW

The Federal Department of Education allows the College Financial Aid Office to use our professional judgment to reevaluate federal aid eligibility. The College Financial Aid Office can take into consideration situations not reflected in the initial FAFSA (Free Application for Federal Student Aid). We provide this reevaluation in situations where the family income is lower for the 2011-12 school year compared to the 2010 calendar year income you are required to report on the FAFSA. This reevaluation may increase the amount of federal grant, loan, or work-study program you qualify for the school year. If approved, the reevaluation is retroactive to the beginning of the award year (Fall 2011 semester). This approval is good only for awards made for attendance at City College of San Francisco. Your increased award does not automatically transfer to another school in the 2011-12 award year. Contact that new school to determine what situations can be reevaluated using their professional judgment process.

STEPS TO PROCESS

- 1) Complete the 2011-12 FAFSA providing income for the 2010 calendar year. The results of this application must be available to our financial aid office before the Request to Consider Projected Income (RPI) form can be reviewed by this office.
- 2) Provide the completed Request to Consider Projected Income (RPI) form to our Financial Aid Office. Attach a written explanation with all documentation required based on the Section B chart of the form. Attach copies of any documents (i.e. pay-stubs, agency letters) you are including with the form as these become part of your permanent financial aid file. **IMPORTANT**-Be specific in your letter regarding beginning and ending dates of employment, receipt or loss of public benefits, or any other changes.
- 3) If approved, your FAFSA will be updated by our office and sent electronically to the federal processor for a revised official eligibility result (EFC-Expected Family Contribution).
- 4) After your FAFSA is updated, approximately one to two weeks later the federal processor will provide an electronic response to the College. This result will be used to finalize your eligibility. An award notification letter will be mailed to you from the City College of San Francisco Financial Aid Office indicating the new award. You may also receive an updated Student Aid Report (SAR) from the federal processor. Keep this SAR for your own records.
- 5) Payments for any additional grant or loan eligibility will be made based on the CCSF Financial Aid disbursement calendar included with your original award notification.

RPI (7/12/11)