

PRIVATE TUITION EXPENSES AT ELEMENTARY OR SECONDARY SCHOOL

## SECTION 4: REDUCTION IN EARNINGS OR LOSS OF OTHER INCOME

### REQUIRED ITEMS

Regardless of the cause of the income loss, all applications must include:

- A written statement explaining the cause, approximate start date, and expected duration of the loss of income. Please provide any details that will help our staff understand how your financial situation has changed.
- A complete Income Source Table (below). Be sure to include all income sources and provide written notes if the receipt of projected income is uncertain in amount or dependent on other factors.
- Student's and/or spouse's most recent paystubs (2 minimum) from all employers (if applicable). Please indicate on the paystub the length of the pay period (e.g. weekly, bi-weekly, monthly).

Failure to provide any of the above items will delay the processing of your request.

### SECONDARY DOCUMENTATION

Please provide a photocopy of additional documentation where appropriate. Some examples include but are not limited to:

- Unemployment benefits summary received from the state job service of ce
- A letter from a physician detailing a disability and prognosis
- A lay-off notice from an employer or details of a severance package
- A notice regarding bankruptcy or foreclosure of a family business/farm

### CHANGES TO INCOME INELIGIBLE FOR REVIEW

In general, we do not consider changes to income due to loss of overtime, one-time bonuses, withdrawal from retirement accounts, or gambling winnings or losses.

Student/Spouse Income Source Table	20 2 Actual:	2023 Estimated:
Student gross earnings from work (wages, salary, tips, etc.)*		
Spouse gross earnings from work (wages, salary, tips, etc.)*		
Business/Farm Income		
Interest/Dividend Income. Specify source and value: _____ \$ _____		
Unemployment Compensation		
Capital Gains		
Spousal Maintenance		
Child Support		
Taxable Social Security Benefits		
Worker's Compensation		
Short-term or Long-term Disability Benefits		
Severance Pay		
Withdrawal from retirement account		
Other Income (pension, annuity, rental income, housing allowance, bonuses, etc.)		