



If you (the student) or your family has unusual circumstances that might affect your financial situation (such as loss of employment), you should first complete the FAFSA and submit it for processing as instructed. Then review the information below. Any adjustments to the FAFSA that can be made due to unusual circumstances are done through the financial aid office at the college the student is attending.

Listed below are two situations and the documentation that must be submitted to the New Mexico Tech Financial Aid Office in order for us to consider the unusual circumstances.

In order to process an income adjustment due to involuntary change in employment status (layoff, termination, reduction in hours or salary), we need the following documentation:

- letter explaining the situation and how it has changed from the previous calendar year to the current calendar year
- documentation to support that (this could be a letter of layoff, termination or reduction in hours)
- signed copy of your latest federal income tax return and W-2's used
- documentation of any worker's comp or unemployment benefits received in the current year
- pay stub or some other document showing year to date earnings for the current year
- projection of income for the rest of the current year

In order to process an income adjustment due to one time non-recurring income that was reported on your current FAFSA we need the following documentation in addition to the applicable above listed items:

- Letter explaining the situation including the source of the income and what it was used for

If you have any questions, please contact the Financial Aid Office at New Mexico Tech.

Thank you,

Kenneth Aerts  
Director of Financial Aid  
Phone: 575-835-5593  
E-mail: [Kenneth.aerts@nmt.edu](mailto:Kenneth.aerts@nmt.edu)