



**2019-2020 Monthly Income and Expense Worksheet**

Student Name \_\_\_\_\_ AU ID# \_\_\_\_\_ Date \_\_\_\_\_

Please clarify the family’s expenses and earnings and/or resources used to support the household. The processing of the student’s financial aid has been suspended pending the receipt of this information.

Complete the following statement of your MONTHLY income and expenses:

Income	Actual 2018	Projected 2019
Salary		
Dividend/Interest		
Rental Income		
Pension		
Alimony		
Child Support		
Unemployment Compensation		
Disability Income		
Other		
<b>Total</b>		

Expenses	Actual 2018	Projected 2019
Housing		
Food		
Transportation		
Utilities		
Child/Dependent Care		
Consumer Debt (credit cards)		
Personal (clothing, entertainment)		
Other		
<b>Total</b>		

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



## **How to Securely Submit Verification Documents to the Financial Aid Office**

### **Option 1 (Preferred)**

***Current students*** can submit documents electronically by following these steps:

1. Open a browser to the webpage [go.american.edu/verification](http://go.american.edu/verification)
2. Enter your (student's) full AU email address\* Ex: [student@american.edu](mailto:student@american.edu)
3. Enter your (student's) AU portal password.
4. Complete the form
  - a. Select the specific documents you are submitting
  - b. To attach the form, click on the attachment icon in the lower right of the form
  - c. Select the documents from your computer/device. They should then appear at the bottom of the form.
5. Hit submit

***Prospective students applying for admission*** can submit documents using Option #2 or Option #3 below.

### **Option #2**

The student or parent(s) can submit documents via secure fax to 202-885-1025. Be sure to include the student's name and AU ID# on all documents.

### **Option 3**

The student or parent(s) can submit documents via the post office to AU Financial Aid Office, 4400 Massachusetts Ave, NW, Washington DC 20016-8001. Be sure to include the student's name and AU ID# on all documents.

To protect your information, NEVER submit documents via email.

Questions?

To speak with a financial aid counselor, call our office at 202-885-6500 or email

[facounselor@american.edu](mailto:facounselor@american.edu).