



Financial Hardship Request Form

The City of Aurora has a limited number of test fee vouchers available for each testing phase to assist candidates who demonstrate financial hardship. The Financial Hardship Request Form must be submitted along with appropriate supporting documentation to be considered.

Upon approval, the voucher will cover the testing fee **only for the City of Aurora, IL**, and test results **will not be shared** with other agencies. Please note that receiving a voucher does not affect your score or testing outcomes.

If you have any questions, please call the Human Resources Department at (630) 256-3430.

Full Name: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Please note: Financial Hardship Request Forms will only be accepted when the application and testing process is open for each specific position being requested.

Select the position you're applying for. May only select one (1) position per each Financial Hardship Request.

- | | |
|--|---------------------------------------|
| ☐ Police Officer | ☐ Police Cadet |
| ☐ Fire Private | ☐ Fire Cadet |
| ☐ Telecommunications Operator | |

Please explain your current financial hardship and why you are unable to pay the testing fee:

Additional Information:

Household Size: _____

Bi-weekly household income: \$ _____

Are you currently employed? ☐ Yes ☐ No

If you are unemployed, have you recently applied for or currently receive unemployment/snap benefits? ☐ Yes ☐ No

To apply for the Financial Hardship Request, you must show proof of financial hardship.

Please provide documentation of 13 weeks of income for you and your spouse, or your household, (if applicable), along with the completed request form for full consideration. If you have applied for or are receiving unemployment, please provide your current unemployment check stub or unemployment benefits statement. All documents must be current and include your name.

Please return this form, along with the required documents via email, fax, or mail as soon as possible to:

City of Aurora, IL – Human Resources

44 E. Downer Pl.

Aurora, IL 60507

civilservice@aurora.il.us

Fax: (630) 256-3439

I, _____, hereby declare that all information provided on this form and the attached documentation are true, complete, and accurate to the best of my knowledge. I understand that:

- Failure to provide adequate documentation may result in denial of this hardship waiver.
- If my request is denied, I will be responsible for paying the full testing fee in order to proceed with the examination.

Signature: _____

Date: _____

***** Please allow 5 business days for processing upon staff receiving the form *****

For Office Use Only

Reviewed by: _____

Date Reviewed: _____

☐ **Approved** – Testing Fee Waived

☐ **Denied** – Documentation Insufficient / Does Not Meet Criteria

Notes:

Financial Hardship Eligibility Criteria

Who is eligible?

Applicant eligibility for the testing voucher is determined by the same income guidelines, with the same limits based on household size, that are used by the U.S. Department of Agriculture for the federal free meals program.

The process:

1. Applicant must submit Financial Hardship Request Form, including supporting documents via email, in person, or by fax.
Documents required: last 13 weeks of income for applicant and spouse, or household (if applicable).
2. Household income is added up. If the total does not exceed 185% of the Federal Poverty Line (FPL), the applicant is eligible for the testing voucher.
3. Processing can take up to 5 business days. Applicant will be notified via phone and email of approval. Applicant will be given a voucher code to enter after registering on the NTN testing site.

Other income: If you have other forms of income, please provide canceled checks for outside financial aid, notarized letter from person giving monthly aid, or documents which show the amount of income received and the date it was received.

No income: If you have no income, please provide a letter explaining how you provide food, clothing, and housing for your household.

Federal definition of income:

Income is defined as any monies earned before any deductions such as income taxes, Social Security taxes, insurance premiums, charitable contributions, and bonds. It includes the following: (1) monetary compensation for services including wages, salary, commission, or fees; (2) net income from non-farm self-employment; (3) net income from farm self-employment; (4) income from estates or trusts; (5) dividends or interest on savings or bonds or income from estates or trusts; (6) net rental income; (7) public assistance or welfare payments; (8) unemployment compensation; (9) government civilian employee or military retirement or pensions or veteran payments; (10) private pensions or annuities; (11) alimony or child support payments; (12) regular contributions from persons not living in the household; (13) net royalties; and (14) other case income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust, accounts, and other resources which would be available to pay the price of the free required for testing.