



Office of Financial Aid
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Phone: 503.491.7262
Fax: 503.491.7379

2023-2024 Change in Employment Appeal

Student Name: _____ MHCC ID Number: _____

This appeal may be submitted if you, your spouse, or parent has experienced a significant change of employment or unemployment income in tax year 2022 or 2023. For requests related to other income adjustments or changes in circumstances, use the Special Circumstances Appeal form.

Only submit this form if:

- You have already completed the 2023-24 FAFSA
You have completed and/or submitted any additional information requested by the Office of Financial Aid
Your change in household income is approximately 10% or more
Your taxes have already been filed for the year you would like reviewed (MHCC does not base financial aid adjustments on projections or estimates of future income)
You have NOT already filed this appeal for the 2023-24 year. **Only one appeal may be submitted per award year**

IMPORTANT: Complete all sections of this appeal and attach required documentation. Incomplete appeals will not be reviewed. Submission of this appeal does not ensure a change or increase to your award. Appeals are reviewed regularly and a Financial Aid Advisor will notify you of the result. Please allow up to four weeks for review and processing of this appeal, and be sure to check MyMHCC for any additional information requests or needed documents.

A. INDIVIDUAL REQUESTING APPEAL (check one)

- Parent Income Adjustment
Student/Spouse Income Adjustment

B. INCOME YEAR TO BE REVIEWED (check one)

Taxes must already be filed for the income year checked below. If the tax filing period for a future year is not yet open, you must wait until you can and do file taxes before submitting this appeal.

- 2022
2023 [only check if after January 1, 2024, and taxes for 2023 are filed]

C. REQUIRED DOCUMENTATION

Dependent students must submit tax documents for both parent and student regardless of whose income changed

- 2023-24 Change in Employment Appeal form (this document)
Copy of Federal Tax Return Transcript from the IRS or signed Tax Return for the income year to be reviewed
Copies of Federal Wage and Income Transcript from the IRS or all W-2 forms for any income earned in the year to be reviewed (submit these even if taxes were not required to be filed)
If no income was earned and/or you were not required to file taxes in the income year checked in Section B, please provide Verification of Non-Filing from the IRS (Form 4506-T – check option 7)

I certify that all information reported in this appeal and accompanying documentation is complete and accurate to the best of my knowledge and ability. I understand that any false statement or misrepresentation may be cause for reduction and/or repayment of federal, state or institutional financial aid. I also agree to provide additional documentation of the information provided, if requested by the Office of Financial Aid.

Student Signature

Date