



Office of Financial Aid
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2024-2025 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 2023 or 2024. 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 2024-25 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 2024-25 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 Adviser 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.

- 2023 2024 *[only check if after January 1, 2025, and taxes for 2024 are filed]*

C. REQUIRED DOCUMENTATION

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

- 2024-25 Change in Employment Appeal form (this document)
- Copy of Federal Tax Return Transcript [from the IRS](#) or signed Tax Return for 2022 (for income on FAFSA)
- 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