



2024-2025 Special Circumstances Appeal

Student Name: _____ **MHCC ID Number:** _____

This appeal may be submitted to request a review of your financial aid eligibility due to changes in your circumstances as described in the categories below. If you are requesting an adjustment due to changes in employment or unemployment income, you must submit a [Change in Employment 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
- 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 Special Circumstance Student/Spouse Special Circumstance

B. APPEAL CATEGORIES & REQUIRED DOCUMENTATION (Check all that apply)

- A signed typed or handwritten letter of explanation (required for all)
- Copy of Federal Tax Return Transcript [from the IRS](#) or signed Tax Return for 2022 (required for all)
- One-Time Income or Loss/Reduction of Benefits:** *You, your spouse, or parent(s) received a one-time income (other than wages) or benefits in 2022 and had a loss or reduction of that income/benefit in calendar year 2023 or 2024 (e.g. 401k rollover, inheritance or gift, child support, disability, etc.).*
 - Documentation of retirement funding rollovers (if applicable)
 - Documentation from benefit agency indicating date of termination and a summary of benefits received
 - Any other applicable documentation: _____
- Marriage / Divorce / Separation / Death:** *After filing the FAFSA, you or your parent(s) have married, separated, or divorced, OR a spouse or parent has died.*
 - ALL Categories:* Provide copies of 2022 tax return(s) and W-2(s) for both parties on tax return
 - Marriage:* Provide copy of marriage certificate
 - Legal Divorce/Separation:* Provide copy of legal divorce decree or separation documents
 - Non-legal Separation:* Provide proof of separate residences (i.e. bills, rental agreements, IDs, etc.)
 - Death:* Provide copy of death certificate, obituary, or funeral program; include explanation of student’s relationship to the deceased.
- Unusual Debt or Expenses:** *You, your spouse, or your parent(s) incurred unusual debt or expenses in calendar year 2023 and/or 2024 that has created financial hardship (e.g. medical, dental, legal, dependent care, etc.)*
 - Provide copies of documentation to verify incurred expense or debt (e.g. bills, receipts, insurance, etc.)
- Other:** *You, your spouse, or your parent(s) has a situation not described in one of the above categories.*
 - Any other applicable documentation: _____

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