



Office of Financial Aid
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2019-2020 Change in Employment Appeal

Student Name: \_\_\_\_\_ MHCC ID Number: \_\_\_\_\_

Only use this form if you, your spouse, or parent has experienced a significant change of employment or unemployment income (approximately 10% or more) in tax year 2018 or 2019. Only submit this form if taxes have already been filed for the year you would like reviewed (2018 or 2019).

Please follow all instructions on this form carefully. Check and complete all applicable sections and attach all required documentation. Your request will NOT be reviewed without all required documentation.

Submission of this appeal does not ensure a change or increase to your award. Appeals are reviewed regularly by committee and you will be notified of the result by a Financial Aid Advisor. Please allow up to four weeks for review and processing of your Income Adjustment Request. \*\*Only one appeal may be submitted per award year\*\*

A. INDIVIDUAL REQUESTING APPEAL (check one)

- Parent Income Adjustment Student/Spouse Income Adjustment

B. INCOME YEAR TO BE REVIEWED (check one)

NOTE: MHCC does not base financial aid adjustments on projections or estimates of future income, but only on completed tax documentation. We will only review if taxes for income year checked below have already been filed.

- 2018 2019

C. VERIFICATION REQUIRED

To correctly review this Special Circumstances Appeal, the Office of Financial Aid at MHCC must select your file for verification and request the following documentation:

Dependent Students

- Copy of parent and student 2017 Federal Tax Return Transcript(s) from the IRS
Copies of parent and student 2017 W2s
If no income was earned in 2017 or you were not required to file taxes, please provide Verification of Non-Filing from the IRS (Form 4506T - check option 7) for parent(s) and/or student

Independent Students

- Copy of student/spouse 2017 Federal Tax Return Transcript(s) from the IRS
Copies of student/spouse 2017 W2s
If no income was earned in 2017 or you were not required to file taxes, please provide Verification of Non-Filing from the IRS (Form 4506T - check option 7) for student and/or spouse

I have already submitted the above documentation

**D. REQUIRED DOCUMENTATION**

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

- 2019-20 Change in Employment Appeal form (this document)
- Copy of Federal Tax Return Transcript [from the IRS](#) for income year to be reviewed (2018 or 2019)
- Copies of all W2(s) for the income year to be reviewed (2018 or 2019)
- If no income was earned** in the income year checked in Section B or you were not required to file taxes, please provide Verification of Non-Filing from the IRS ([Form 4506](#) – 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.**

**NOTE: Only a handwritten signature will be accepted. Digital signatures will NOT be accepted.**

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*