



Office of Financial Aid
 26000 SE Stark St, Gresham OR 97030
FinAid.Mail@mhcc.edu
 Phone: 503.491.7262
 Fax: 503.491.7379

2019-2020 Special Circumstances Appeal

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

This form initiates an appeal process for you 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 wages or unemployment, you must submit a Change in Employment Appeal form.**

Please follow all instructions on this form carefully. Check and complete all applicable sections, sign and date the second page of this form, and attach all required documentation as outlined on the second page. Your request will NOT be reviewed without all required documentation. Please return requested documentation to the Office of Financial Aid via email, fax, or mail (see contact information above).

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 Special Circumstances Appeal and be sure to check [MyMHCC](#) for any additional information requests or needed documents. ***Only one appeal may be submitted per award year***

A. INDIVIDUAL REQUESTING APPEAL (check one)

- Parent Special Circumstance Student/Spouse Special Circumstance

B. REQUESTED APPEAL CATEGORIES (Check all that apply)

- One-Time Income:** You, your spouse, or parent(s) received a one-time income (other than wages) in 2017 and did not or will not receive that income in calendar year 2018 or 2019 (e.g. 401k rollover, inheritance or gift, etc.).
- Loss or Reduction of Benefits:** You, your spouse, or parent(s) received income (other than wages) or benefits in 2016 and had a loss or reduction of that income/benefit in calendar year 2018 or 2019 (e.g. child support, disability, etc.).
- 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.
- Unusual Debt or Expenses:** You, your spouse, or your parent(s) incurred unusual debt or expenses in calendar year 2018 and/or 2019 that has created financial hardship (e.g. medical, dental, legal, dependent care, etc.)
- Other:** You, your spouse, or your parent(s) has a situation not described in one of the above categories that you would like to have reviewed by the Office of Financial Aid.

****SEE REQUIRED DOCUMENTATION ON NEXT PAGE****

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

One-Time Income

- Letter of explanation (signed and dated) indicating type and amount of income, and how the funds were used
- Documentation of retirement funding rollovers (if applicable)
- Any other applicable documentation: _____

Loss or Reduction of Benefits

- Letter of explanation (signed and dated) indicating type and amount of benefit, and the reason for change
- Documentation from benefit agency indicating date of termination and a summary of benefits received
- Any other applicable documentation: _____

Marriage / Divorce / Separation / Death

- Letter of explanation (signed and dated)
- Marriage:* Copy of marriage certificate & independent student verification documents (see Section C above)
- Divorce:* Copy of divorce decree
- Separation:* Copy of legal separation document or a notarized statement from an unrelated third party
- Death:* Copy of death certificate and/or obituary

Unusual Debt or Expenses

- Letter of explanation (signed and dated) including descriptions and amounts of debt or expenses
- Copies of documentation to verify incurred expense or debt (e.g. bills, receipts, insurance or legal documentation)

Other

- Letter of explanation (signed and dated)
- Any other applicable and supporting 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.

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

Student Signature

Date