

2021-22 Special Circumstances Income Appeal Form

MCAD recognizes that standard financial aid forms do not always capture the full financial profile of our students and their families. Through the use of Professional Judgment, the Financial Aid Office may be able to make adjustments to your FAFSA which could result in a recalculation of aid eligibility at the college. All Professional Judgment cases are subject to a review BY MCAD's Financial Aid Committee and are not guaranteed to result in any additional financial aid. The decision made by the committee is final and cannot be appealed to the U.S. Department of Education.

Personal Information

Please Print

Student's Name (Last, First, MI)

MCAD ID#

Student's Email Address

Student's Phone Number

Steps to Complete

1. Write a detailed letter of appeal explaining your special circumstances and submit with this form.
2. Place a check mark beside any situation listed below that applies to you.
3. Submit the required documentation listed for each item checked. Be sure your name is on any forms submitted.

Additional documentation may be requested upon review of your appeal request. Your financial aid counselor will contact you if anything else is needed.

Reason for Appeal Request

Check the boxes that apply and submit the corresponding documentation.

- Divorce or Separation**
 - Copy of legal separation or divorce decree. If this is not available, submit copies of mortgage or lease agreements proving separate residences.
 - Signed copy of 2019 IRS 1040 Form, and Schedule 1, 2, 3 (if completed) for parent and/or student. (sign on the signature line even if taxes were submitted electronically.)
- Decrease in Parent(s) or Student's Income in 2020**
 - Copy of 2020 W2(s) for parent and/or student
 - Signed copy of 2020 IRS 1040 Form, and Schedule 1, 2, 3 (if completed) for parent and/or student. (Sign on the signature line even if taxes were submitted electronically.)

- **Decrease in Parent(s) Income in 2021** as a result of job loss, retirement, death, disability, or other wage reduction. **Review for 2021 income changes will begin June 1, 2021**, so we can review actual income during the first half of the year.
 - All supporting documentation including:
 - Signed and dated letter on company letterhead from employer listing last date of employment for job loss.
 - Copy of last pay stub showing total 2021 earnings.
 - Documentation of severance benefits or unemployment compensation for job loss.
 - Statement of expected 2021 wages (use section below).
 - Signed copy of 2020 IRS Form 1040.
 - Copy of 2020 W2's.

Expected 2021 Income	Student	Spouse (if applicable)	Parent #1	Parent #2	Document Required
Gross Income EARNED from work: 1/1/2021 through present day	\$	\$	\$	\$	Most Recent or Final Pay Stub
Estimated Gross Income TO BE EARNED from work: present date through 12/31/2021	\$	\$	\$	\$	Most Recent or Final Pay Stub
Severance Pay	\$	\$	\$	\$	Letter from Company
Unemployment Benefits	\$	\$	\$	\$	Documentation from Agency- must include weekly or monthly payment amount and date compensation will end.
Workman's Comp Benefits	\$	\$	\$	\$	Documentation from Agency- must include weekly or monthly payment amount and date compensation will end.
Pension Distributions	\$	\$	\$	\$	Pension Statement
Alimony-either to pay or receive	\$	\$	\$	\$	Letter from Court
Child Support-either to pay or receive	\$	\$	\$	\$	Letter from Court
Early Withdrawal from Retirement Funds	\$	\$	\$	\$	Letter outlining how funds were used

- **Major medical expenses during 2020** that were not covered by insurance and were paid for out of pocket. DO NOT include payments for health insurance premiums. Please provide a signed copy of 2020 IRS Form 1040, and Schedule 1, 2 3, if completed.

- Please indicate amount here \$ _____
- **Parent attending college at least half-time in a degree-seeking program during 2021-22**
 - Letter from your parent's college verifying degree, beginning and ending dates for the program, and parent's enrollment status.
- **Retirement plan rollover not reflected on FAFSA**
 - Copy of 2019 IRS 1099-R Form.
 - Copy of 2019 IRS 1040 Form to verify Rollover status on line 4a or 4c.
- **Changes to child support received**
 - Legal documentation indicating the child support agreement and/or any changes.
 - List each child in your household for whom you received and/or will continue to receive child support during 2021.

Full Name of Child	Their Age	Child Support Received (anticipated or actual)	Dates Received

Certification Statement

The information contained in this appeal and any supporting documents is true and complete to the best of my knowledge. I understand that submittal of this appeal form does not guarantee a change in my financial aid eligibility.

Student's Signature

Parent's Signature (required if supplied on the FAFSA)
Spouses Signature (required if student is married)

Today's Date