

<i>For Office use only</i>		PROJ23		
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Appeal for Financial Changes 2022-2023

Student's Name: _____ Student ID#: _____

You may request a review of your financial aid package at any time due to a change in your financial circumstances that affect the income or data reported on your 2022-2023 FAFSA, or for unusual situation(s) that your family may be facing.

Please be aware that while we are not able to make changes to the rules/regulations that govern state or federal financial aid funds but we can look at job loss, one-time financial events, divorce or separation after the FAFSA was filed, or unusual medical expenses. If you have some other situation that you would like us to review, please feel free to ask the staff in the Financial Aid office for help. A review of your situation does not mean a change in your financial aid eligibility or award.

If you would like to request a review, please submit this form along with a signed account/written explanation of your request with details, dates and supporting documentation. For example, if your income went down, explain why, when and for how long, and what you expect your new income to be. If you have unusually high medical expenses, explain when they started and how much it was. It is best to provide as much detail as possible and a phone number where we can reach you.

On page 2, we have provided a list of the standard documentation items we might request for some of the usual financial appeals we encounter. Documentation provided should include your HCC ID#. If we need further documentation, we will request that after looking at your request. If we make changes to your financial aid package, you will receive a revised award letter/email. Please check your HCC email regularly. Response time will vary based on our volume of requests at the time we receive yours.

If you have questions, contact the Financial Aid Office at (413) 552-2150 or email financialaid@hcc.edu.

Step 1: Certification (parent signature required if student is dependent)

To the best of my knowledge, the information in this request is true.

Student Signature

Date

Parent Signature (Dependent Students)

Date

Step 2: Please identify the special circumstance(s) from the list below and check the applicable box(es) for the person(s) affected. **Note:** All special circumstances for which you wish for us to consider you must provide a signed personal statement detailing the special circumstance. You must also provide all supporting documentation from the list below as applicable. *** Additional documentation beyond the list below may be requested.**

Special Circumstance(s)	Explanation	Person(s) Affected	Supporting Documentation, if applicable
Employment Change	Student/spouse and/or your parent(s) had a significant loss of income in 2021 and/or 2022 due to a period of employment, a change of job or going from full-time to part-time employment. Loss of employment or substantial reduction in income from work must have lasted at least 6 weeks.	<input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent	<ul style="list-style-type: none"> •2020 IRS Tax Return (signed if not provided with verification or on FAFSA with IRS data retrieval), W2's and/or 1099 statements •2021 IRS Tax Return (signed), W2's and/or 1099 statements •Unemployment payment record •Letter from employer(s) on letterhead, certifying the last date of employment or reduction of workhours or pay rate •Most recent paystubs •Personal letter of explanation
Income Loss	Student/spouse and/or your parent(s) earned income in 2020, but have not been able to earn income in 2021 and/or because of a disability or natural disaster that occurred in 2021 or 2022.	<input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent	<ul style="list-style-type: none"> •2020 IRS Tax Return (signed if not provided with verification or on FAFSA with IRS data retrieval), W2's and/or 1099 statements •2021 Tax Return (signed), W-2's and/or 1099 statements •Statement from agency with effective dates of benefits •Most recent paystubs •Personal letter of explanation
Benefit Loss	Student/spouse and/or parent(s) received unemployment compensation and/or untaxed benefits in 2020 or 2021, but have completely lost the benefit in 2021 and/or 2022. The untaxed income or benefit must be from a public or private agency, from a company or from an authorized individual due to a court order.	<input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent	<ul style="list-style-type: none"> •2020 IRS Tax Return (signed if not provided with verification or on FAFSA with IRS data retrieval), W2's and/or 1099 statements •2021 IRS Tax Return (signed), W2's and/or 1099 statements •Statement from agency with effective date(s) of loss/cancellation of benefits •Personal letter of explanation
Divorce/Separation	Student or parent separated or divorced after filing a FAFSA and are living apart.	<input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent	<ul style="list-style-type: none"> •2020 IRS Tax Return (signed if not provided with verification or on FAFSA with IRS data retrieval), W2's and/or 1099 statements •2021 IRS Tax Return (signed), W-2s and/or 1099 statements (of custodial parent if student is dependent) •Copy of divorce decree if not legally separated and proof of different addresses (utility bill, lease indicating period of separation) •Child support received or paid •Personal letter of explanation
Death	Death of spouse or parent after filing a FAFSA.	<input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent	<ul style="list-style-type: none"> •2020 IRS Tax Return (signed if not provided with verification or on FAFSA with IRS data retrieval), W2's and/or 1099 statements •2021 IRS Tax Return (signed), W-2s and/or 1099 statements •Copy of death certificate •Social Security Benefits (if applicable) •Most recent paystubs •Personal letter of explanation
Other	Miscellaneous	<input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent	<ul style="list-style-type: none"> •Personal letter of explanation •TBD

