



2024-2025 Special Circumstance Request–Unemployment/Loss of Income

Student Name: _____ Student ID: _____

By signing below, I authorize McDowell Technical Community College to make the applicable changes electronically on my behalf. I further understand this may change federal or state aid I was previously awarded.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____
(Required for dependent students)

You have indicated there are circumstances that may affect the results of your Free Application for Federal Student Aid (FAFSA). Please follow instructions and submit all required documentation listed on the next page.

Instructions:

- Provide **all** documentation listed below. ***Incomplete applications will not be reviewed or considered.***
- The student must provide a written statement to detail the circumstance(s) that are causing this request to be submitted. A parent may also submit a statement, but it will not replace the requirement of a student statement.
- Additional documentation may be provided as well, if the student/family feels it is relevant to the request.
- Requests are reviewed as they are received, however, review and processing of these requests may take 3-5 business days.
- Once you submit your request, check your MTCC student Gmail email *often*, as this is how the MTCC Financial Aid Office will communicate with you.
- Please contact the MTCC Financial Aid with any questions you have about completing this form and your specific circumstances.



2024-2025 Special Circumstance Request–Unemployment/Loss of Income

Student Name: _____ Student ID: _____

Name of the individual whose income has been impacted: _____

Relationship to the student (self, mother, father, etc.): _____

Date unemployment or reduced income status took effect: _____

Required Documentation:

- Written statement from student outlining the circumstances
- **Signed** copies of **2022** and **2023** federal tax returns, including **all** W2 form(s), 1099 form(s)*, and Schedules*
 - **if applicable*
- Verification of 2024 year-to-date earnings (i.e. pay stub)
- Unemployment documentation (if no unemployment compensation is/was being received, please send a signed statement to that effect)
- Documentation of severance pay, insurance payouts, etc. (if no additional income was received as a result of job loss or reduction of income, please send a signed statement to that effect)
- Signed statement from employer stating the last date of employment or the date the reduction of employment took effect.

By signing below, I attest that all information is true and accurate to the best of my knowledge. Further, I understand that additional information may be requested as a part of this review process and that incomplete applications will not be reviewed or considered.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

(Required for dependent students)