



Office of Financial Aid

**2026-2027 Professional Judgement
Special Circumstances**

Financial aid for the 2025-2026 award year is based on 2024 income. You have indicated to the Financial Aid Office (FAO) that you and/or your family have had a significant change in your financial situation during 2025. The FAO may be able to re-evaluate your eligibility for financial aid for the 2025-2026 academic year. This review will be based on the information you provide through a process called Special Circumstances.

SECTION A: STUDENT INFORMATION

Name: _____ Student ID Number _____
Address: _____ City: _____ State: _____ Zip: _____
Email Address: _____

SECTION B: STUDENT'S STATEMENT

Submit the following

Please provide a written statement detailing the reason for your appeal. You may attach a separate page if additional space is needed.

SECTION C: WHAT DOCUMENTS TO PROVIDE?

- Reduction in income or Loss of employment
 - Reduction in Income
 - If the reduction is reflected in your 2024 taxes 2024 Federal Tax Return or IRS Tax Transcript
 - If the reduction occurred in 2025; Most recent pay stub(s)
 - Loss of Employment
 - Letter verifying the separation from employer
 - Severance Benefit Statement and/or Unemployment Benefit Statement
 - Last pay stub from employer
- Separation or Divorce
 - Legal documentation of separation or divorce, if available
 - Most recent W2's and/or 1099's for student or remaining parent (If the student was married, provide the documentation above as it pertains to the student and former spouse.
- Unreimbursed medical expenses
 - Copies of paid out-of-pocket bills for unusually high medical expenses
- Change in housing status
 - Letter/statement from director of homeless shelter, designee of Federal Trio program, emergency shelter program etc...

SECTION D: CERTIFICATION AND SIGNATURES

I certify that all of the information on this form, and documentation, are true and complete to the best of my knowledge. Furthermore, I affirm that I have not knowingly or intentionally provided any false or fraudulent documentation.

Print Student's Name

Student's ID Number

Student's Signature (Required)

Date

Return this form and ALL documentation to the MTC Financial Aid Office.

OFFICE USE ONLY

Appeal Approved? Yes No If no, why? _____

Signature of FA Approver: _____ Date: _____