

### **Instructions for Completing Reconsideration Form (PJ)**

The purpose of this form is to allow the student and/or parent(s) to submit information that will assist the Financial Aid Office in determining the student's eligibility for financial assistance. Documentation **in writing** of changes in financial circumstances resulting from one or more of the following conditions should be provided:

- **Divorce or separation;**
- **Retirement;**
- **Death of a family member;**
- **Natural disaster;**
- **Loss of employment, significant reduction in income or benefits;**
- **Illness or injury resulting in unusually high medical expenses not covered by insurance;**
- **Other circumstances that may have caused a loss of income.**

The information submitted on this form will be evaluated to determine if allowable adjustments can be made to present a more realistic picture of the family's ability to contribute to the cost of education. Adjustment of awards is subject to the availability of funds.

To address any substantial changes in your family's financial situation this form must be completed to evaluate your projected income from **July 1, 2023 to June 30, 2024**. To assist in the process of reconsideration, you should provide as many applicable items from the following list as pertains to your situation (or that of your parent(s)):

- **If the linking tool to the IRS was not used on the FAFSA you must provide signed 2021 Federal Income Tax Returns or a 2020 IRS Tax Transcript for anyone who's information was used to complete the FAFSA.**
- **Year-to-date earnings (last pay stub for you and/or your spouse and/or parent(s))**
- **Layoff notice or letter on company letterhead from employer stating the last date worked**
- **Unemployment eligibility determination (V.E.C Form B-30)**
- **Workers Compensation determination**
- **Retirement benefits notification**
- **Veteran's benefits notification (non-educational)**
- **Itemized list of medical expenses paid by you (not covered by insurance) in 2022 or 2023 (Note: These expenses must exceed 11% of the applicable income protection allowance (IPA) built into the formula for determination of a student's expected family contribution (EFC) and remaining student need.)**

You can submit this Reconsideration Form and supporting documents to the Financial Aid Office in person or by emailing to [fa@mecc.edu](mailto:fa@mecc.edu) after the dates listed below.

May 1, 2023	Students enrolling in classes during the Summer 2023 semester
July 9, 2023	Students not enrolling in classes until the Fall 2023 semester
November 2, 2023	Students not enrolling in classes until the Spring 2024 semester

**It is recommended that you contact the financial aid office to schedule an appointment with one of the financial aid advisors. We can be reached by email at [fa@mecc.edu](mailto:fa@mecc.edu) or by calling 276-523-7470.**

Student Name: \_\_\_\_\_

ID: \_\_\_\_\_

**Provide an explanation of the special circumstances which resulted in a change in your financial situation. Be as specific as possible and provide documents to verify the change.**

I (We) affirm that the information submitted is correct and complete and represents my/our best estimate of my/our projected financial situation. I (We) certify that the Financial Aid Office will be notified if circumstances change.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**ASSETS AND PROJECTED YEAR INCOME (Estimated amounts for July 1, 2023 – June 30, 2024)**

**This section to be completed by financial aid staff.**

I. Taxable Income:	Student	Parent
Salary, Wages, Tips	Student: _____	Parent 1: _____
	Spouse: _____	Parent 2: _____
Interest and/or dividend income	_____	_____
Net income (or loss) from business, farm, rents, royalties, partnerships, estates, trusts, etc.....	_____	_____
Adjusted Gross Income	_____	_____
<b>II. Estimated Deductions:</b>		
U.S. Income Tax Payable	_____	_____
Child Support PAID	_____	_____
Medical Expenses (not covered by insurance)	_____	_____

	<b>Student</b>	<b>Parent</b>
<b>III. Non-Taxable Income &amp; Benefits:</b>		
Social Security Benefits (Report only)	_____	_____
TANF/ADC (Report only)	_____	_____
Child Support RECEIVED	_____	_____
Other non-taxable income (such as housing, food, living allowances paid to military, clergy; EIC; Worker's Compensation, etc....)	_____	_____
<b>IV. Assets:</b>		
Savings	_____	_____
Real Estate/Investments Value	_____	_____
Real Estate/Investments Debt	_____	_____
Business Value	_____	_____
Business Debt	_____	_____
Farm Value	_____	_____
<b>V. Other</b>		
Family Size:	_____	_____
Number in College:	_____	_____

**THIS SECTION FOR FINANCIAL AID OFFICE USE ONLY**

In my professional judgment, the attached documentation merits a change in the following data elements to best reflect this family's ability to finance a college education in the 2023-2024 academic year.

<b><u>Data Element</u></b>	<b><u>Change to</u></b>	<b><u>Data Element</u></b>	<b><u>Change to</u></b>

**I have notified the student of the results of the PJ and of any changes made or not made to their financial aid award.**

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_