2023-2024 Dependent Student Reconsideration Request Form

Student's Last Name	First Name	M.I.	MMC ID Number

Email address

If none of the circumstances outlined below identify your situation, do not complete this form. Please submit a detailed letter to our CSS Dropbox explaining your circumstances.

You must have your 2023-2024 processed FAFSA on file with our College and must include the following documents with this reconsideration form:

- A 2023-2024 Dependent Verification Worksheet Form
- A Copy of Parents 2021 IRS Tax Return Transcripts (if filed) or copy of ink signed federal tax return & 2021 W2s for Parents (if wages earned)
- A Copy of Students 2021 IRS Tax Return Transcripts (if filed) or copy of ink signed federal tax return & 2021 W2s for Student (if wages earned)

Also provide the additional documents, based on your selection(s), listed below:

☐ **Loss of income due to loss of employment or disability:**
- ➤ A copy of letter that notes the last date of employment on company letterhead and signed by a company official.
- ➤ A copy of the most recent pay stub.
- ➤ A copy of the unemployment benefits statement including the amount of payments remaining.
- ➤ A copy of disability benefits receipt (if applicable)

Complete the following table:

	2022 Income	2023 Estimated Income (January-December)
Adjusted gross income		
Parent 1 income from work		
Parent 2 income from work		
Other income		
Unemployment benefits		
Disability Benefits		
Total:		

(Please attach all wage, benefit statements and IRS tax transcripts to document information provided for the years listed above)

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☐ **Loss or decrease in parental income through separation/divorce:**
  ➢ A copy of the separation agreement or letter from attorney stating the earliest date of parents' separation or a copy of the divorce decree (if the separation is not yet legal, submit proof that parents are living in separate domiciles).
  ➢ Provide documentation that identifies each parent income, gross distributions (IRA etc).

☐ **Loss of income due to death of parent:**
  ➢ A copy of the death certificate of the deceased parent
  ➢ Provide documentation that identifies each parent income, gross distributions (IRA etc).

☐ **Parental expenses for private school (grammar or high school) tuition paid in 2021 for children other than MMC student:**
  ➢ A copy of the 2021 tuition bill **OR** a statement on school letterhead, signed by school official outlining the amount of tuition paid in 2021.

☐ **Parents' unreimbursed medical expenses:**
  ➢ 2021 Schedule A from parent's tax return **OR** copies of all unreimbursed 2021 medical bills.

All documents must be submitted through our CSS Dropbox:

Upload your personal documents securely. Follow these easy steps:

Before uploading, please make sure the **student's full name and MMC ID number** are included in the **filename** and on all documents submitted.

1. Go to MMC webpage click on "Offices & Services".
2. Click on the Center for Student Services
3. In the side bar buttons click on "CSS Document Dropbox"
  Do not mail, fax or email *personal documents. This is insecure and puts your personal information at risk.*