

If you wish to pursue an appeal, follow these instructions:

Step 1: Review the Special Circumstance/Required Documentation table below to determine what documents you will be required to submit. Be sure to include all that is indicated as we cannot complete your appeal without them.

Step 2: In the space below, provide written information explaining your special circumstances. Be as specific as possible by including details pertinent to your family’s new situation such as dates, causes, etc. This statement is a requirement of the appeal process.

Step 3: In order to avoid delays in making a final determination, please submit all requested documentation in a timely manner. Allow 2 to 3 weeks for the SSCC Financial Aid Office to process your completed appeal.

- NOTE: Tax returns must be signed by the tax filer and include all schedules filed that year.
- NOTE: Additional documentation may be requested after our initial review of what has been received.

SPECIAL CIRCUMSTANCE		REQUIRED DOCUMENTATION
Loss of Income or Employment in 2023 <ul style="list-style-type: none"> - Wages/Employment - Business Income - Alimony - Child Support - Retirement/pension - Social Security (taxed) - Worker’s Compensation 	Income/benefits in 2023 were less than that in 2022	-2022 IRS Data Retrieval or signed Tax return 1040 and all schedules -2022 W-2 wages statement for all -2023 signed Tax Return 1040 and all schedules -2023 W-2 wage statements for all -Documentation showing loss of income for 2023 including revised benefits statements or unemployment benefits statement
Loss of Income or Employment in 2023 <ul style="list-style-type: none"> - Wages/Employment - Business Income - Alimony - Child Support - Retirement/pension - Social Security (taxed) - Worker’s Compensation 	Income/benefits expected for 2023 have been reduced	-2022 IRS Data Retrieval or signed Tax return 1040 and all schedules -2022 W-2 wages statement -Documentation of Business Income for the 2024 calendar year If loss of employment, documentation showing loss of employment in 2024.

		<ul style="list-style-type: none"> -Final paystub showing year-to-date earnings -Termination notice from the employer -Most recent paystub showing 2024 year-to-date earnings for -Documentation showing loss of income for 2024 including revised benefits statements or unemployment benefits statement
Separation or Divorce	You or your parents separated or divorced after filing 2022 taxes	<ul style="list-style-type: none"> -2022 signed Tax Return 1040 and all schedules. -2022 W-2 wage statements for all. -Divorce decree/separation agreement or proof of separate addresses. -Documentation showing the division of all other income shown on the tax return. -Signed statement detailing special circumstances.
Death of a parent or spouse	A parent or spouse died after filing 2022 taxes	<ul style="list-style-type: none"> -2022 signed Tax Return 1040 and all schedules. -2022 W-2 wage statements for all. -Documentation showing the division of all other income shown on the tax return. -Applicable death certificate.
Medical/Dental Expenses Only paid excessive medical/dental expenses not covered by insurance can be reported. → Expenses must exceed 11% of a family's adjusted gross income.	Paid 2022 or 2023 medical expenses	<ul style="list-style-type: none"> -2022 signed Tax Return 1040 and all schedules. -2022 W-2 wage statements for all. -Proof of all out-of-pocket paid expenses for 2022 <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> -2023 signed Tax Return 1040 and all schedules -2023 W-2 wage statements for all. -Proof of all out-of-pocket paid expenses for 2023.
One-time (Lump Sum) Payment Received	A one-time, lump-sum payment was received in 2022 or in 2023	<ul style="list-style-type: none"> -2022 signed Tax Return 1040 and all schedules. -2022 W-2 wage statements for all. -2023 signed Tax Return 1040 and all schedules. -2023 W-2 wage statements for all. -Documentation of Lump Sum Payment.

