

**Change of Circumstance Appeal  
2022-2023**

Lakeland ID Number (LID) 

0	0						
---	---	--	--	--	--	--	--

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

The Change of Circumstance Appeal is available if you and/or your family have undergone a significant change in your financial situation for the financial aid year. The 2022-2023 Free Application for Federal Student Aid (FAFSA) must be processed and released to Lakeland Community College before this appeal can be processed. Applicants must supply all documentation required and requested.

**Instructions:**

Please complete this form and attach all required documentation. If you are a **dependent** student as defined by the FAFSA, you must provide information for yourself and your parent(s). If you are an **independent** student as defined by the FAFSA, you only need to provide information for yourself and your spouse, *if married*. Submit this form and copies of all required documentation to Lakeland’s Financial Aid Office.

Verification and the Change of Circumstance Appeal must be completed by September 8, 2023 or 120 days after the last date of enrollment for 2022-2023, whichever is earlier.

**Please provide a brief statement regarding your situation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Statement of Certification:**

I/we certify that the information provided on this form is accurate and complete as of this date. If dependent, at least one parent must sign. I/we understand that the request of a financial aid reevaluation is not guaranteed to result in a change to financial aid eligibility.

**Warning: Purposely providing false or misleading information on this appeal is punishable by fine and/or imprisonment.**

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent’s Signature (*for Dependent Students*): \_\_\_\_\_ Date: \_\_\_\_\_

*For Office Use Only*

Verified EFC: \_\_\_\_\_ Trans #: \_\_\_\_\_ Date: \_\_\_\_\_ Date C/C Correction Sent: \_\_\_\_\_

New EFC: \_\_\_\_\_ Trans #: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

## Reasons for Request and Supporting Document Requirements

You must submit a **Verification Worksheet** for 2022-2023 in addition to all of the required documentation for each reason that applies in order for us to best evaluate your situation. Incomplete applications will not be processed.

### Check all that apply and submit documentation for your current financial situation:

**Loss or Reduction of Income from Work**

- Statement regarding current employment status,

*and*

- Last paycheck stub(s) from previous employer(s) including year-to-date earnings, *—or—*  
 Letter from previous employer stating the date of termination and year to date earnings,

*and*

- Benefit or denial letter of unemployment, if applicable, *—or—*  
 Check stub of new employment, if applicable.

**Retirement**

- Last check stub(s) from employer(s), *and*  
 Letter from employer stating date of retirement, *and*  
 Documentation of retirement pension.

**Separation or Divorce**

- Documentation verifying legal separation or divorce, *and*  
 Clarification of Household Information form, *and*  
 Documentation of current income and assets for student (independent) or custodial parent (dependent).

**Death of a Parent or Spouse**

- Copy of Death Certificate, *and*  
 Documentation of current income and assets for student (independent) or custodial parent (dependent).

**Reduced or Terminated Untaxed Income** (Social Security Benefits, child support, alimony, Worker's Compensation, etc.)

- Documentation of benefit, amount and date of reduction/termination.

**Unusual Medical Expenses** — paid but not covered by insurance

- Copy of 1040 Schedule A, *and/or*  
 Receipts of medical/dental payments made.

**Sibling Private School Tuition**

- Letter from private elementary or secondary school stating student's name, enrollment verification, and amount of tuition paid to that institution for education in 2022-2023.

**Other** — may include one-time lump sum payment (pension, severance pay, real estate, etc.), cost related to support of extended family, natural disaster, etc.

- 
- Pertinent official documentation to support this special circumstance.

Lakeland ID Number (LID) 

0	0						
---	---	--	--	--	--	--	--

**A. Student Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Your Free Application for Federal Student Aid (FAFSA) was selected for a process called “Verification” which compares information from your FAFSA with applicable 2020 federal tax information and/or other financial documents. Based on this review, Lakeland may need to make corrections to your FAFSA. Verification must be completed by September 8, 2023, or 120 days after your last date of enrollment for 2022-2023, whichever is earlier. Financial aid will not be disbursed until the verification process is complete. Additional documentation may be requested if we have reason to believe any of the information is inaccurate. Lakeland must review the requested information under the financial aid program rules (34-CFR, Part 668).

**Complete this form and return:\***

- By Fax:** 440.525.7704
- By Mail:** Lakeland Community College • 7700 Clocktower Drive • Kirtland, OH 44094-5198
- By Secure Upload:** Visit [lakelandcc.edu/financialaid](http://lakelandcc.edu/financialaid) • Under Related LINKS (right side of page), select Financial Aid Documents Secure Upload link
- In Person:** Lakeland Student Service Center • located in Building A-1003

*\*Please do not send documents through email as it is not a secure format.*

**B. Household Information**

On my FAFSA, I listed \_\_\_\_\_ (number) people in my household supported by my parent(s) or myself (and spouse).

<b>List everyone who receives more than 50% support from you (and your spouse) or your parent(s) as follows:</b>			
<ul style="list-style-type: none"> <li>• <b>Independent Student:</b> List yourself, your spouse &amp; children.</li> <li>• <b>Dependent Student:</b> List yourself, your parent(s) (even if you don't live with them) &amp; siblings.</li> </ul>			
Name	Age	Relationship to student	If enrolled in college at least half-time in 2022-2023, include the name of the college, otherwise leave blank
		Self	Lakeland Community College

<b>Others in your household: Provide the following information for others in your household if you (and your spouse), or your parent(s) are providing more than 50% of their support.</b>					
Name	Age	Relationship to student	If enrolled in college at least half-time in 2022-2023, include the name of the college, otherwise leave blank	Dates this person will live with you between July 1, 2022 and June 30, 2023	List all resources you, your spouse or you parent(s) will use to support this person

## C. 2020 Tax and Earnings Information

**Tax Filers for 2020** - If you filed taxes for 2020, please carefully read and follow the information below.

- You and your spouse or you and your parent(s) used the Data Retrieval Tool (DRT) on the FAFSA.
  - Continue to section D.
- You, your spouse or parent(s) did not use the DRT; you must select one of the following options:
  - Log into your FASFA and transfer your IRS tax information using the DRT process. —or—
  - Go to IRS.gov or call IRS at 1.800.908.9946 and request a 2020 Tax Return Transcript. Once you receive the tax return transcript, submit it to the financial aid office.

**Non-Tax Filers for 2020** - Complete this section if you did not file *and* were not required to file a 2020 federal income tax return.

### Student and Spouse

- I/we was/were not employed and had no income earned from work in 2020.
- I/we was/were employed in 2020. I/we have attached copies of all 2020 W-2 forms issued to me and/or my spouse by employers. \*\*

### Parent(s), if applicable

- I/we was/were not employed and had no income earned from work in 2020.
- I/we was/were employed in 2020. I/we have attached copies of all 2020 W-2 forms issued to me and/or my spouse by employers. \*\*

\*\*If your employer did not issue a W-2, attach a signed statement listing your employer(s) and the amount earned in 2020.

**Parent(s) and independent students (and spouse, if applicable) who did not file a tax return in 2020, each MUST submit a Verification of Non-filing letter from the IRS. To obtain this letter:**

- Go to IRS.gov or call IRS at 1.800.908.9946 and request a Verification of Non-filing letter. Once the verification of non-filing letter is received, submit it to the financial aid office. *Include student's name and Lakeland ID number at the top of all documents submitted.*

**D. Sign the Worksheet** – If dependent, at least one parent must sign. **Electronic signatures cannot be accepted.**

With my signature below, I certify that all of the information reported on this form is complete and correct. **Warning: Purposely providing false or misleading information on this worksheet is punishable by fine and/or imprisonment.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature (for Dependent Students): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
*For Office Use Only*

Current EFC: \_\_\_\_\_

Transaction #: \_\_\_\_\_

**V1 \* V5**

Sent for Corrections:  Y  N

Date Sent: \_\_\_\_\_

Initials: \_\_\_\_\_

Verified EFC: \_\_\_\_\_

Transaction #: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Initials: \_\_\_\_\_