Requests for reconsideration of the family contribution are accepted under the circumstances listed below. We are unable to consider requests due to cash flow problems or consumer debt.

All Requests for Reconsideration must include the following:

1. Documentation that supports your request for reconsideration (See below)
2. A detailed explanation of your request
3. This form, signed by the student and a parent

You will receive an email regarding the committee’s decision within 7 to 10 business days after we have received the three requirements listed above.

Reason and Required Documentation
Please check from the following the reason for your request for reconsideration, and see below each item for required documentation to provide with your request.

- Loss or change of employment in 2016
  - Completed 2016 federal tax return, including all schedules
  - All 2016 W2 forms
  - Untaxed household income (i.e. child support, housing benefits, workman’s compensation)

- Loss or change of employment in 2017 (considered for Spring semester 2018 only)
  - Signed statement from the student/parent explaining reason for unemployment
  - Year to date pay stubs showing all income earned from work, or 2017 taxes, if completed
  - Untaxed household income (i.e. child support, housing benefits, workman’s compensation)
  - Termination letter and/or any documentation regarding severance pay

- Loss or change of untaxed income
  - A letter from the agency that provided benefits, detailing termination of benefits, and copies of summaries of benefits

- Divorce or separation of student or parent
  - For Divorce – copy of divorce decree
  - For Separation – copy of legal separation document; a signed statement from your attorney showing the date of separation; or a statement from an unrelated third party

- Death of a spouse or parent
  - A death certificate or an obituary notice
  - Documentation of all survivors’ benefits (i.e. life insurance, pension, social security income, etc.)
One-time payment that inflated annual income
- Documentation showing income is one-time (i.e. letter from employer for unrepeated bonus income, 1099-R form for one-time pension distribution, etc.)

Unreimbursed paid medical bills, dental bills or handicapped-related expenses
- Schedule A of most recently filed federal 1040 form
- Receipts showing amount paid with statement from insurance company showing unreimbursed expenses

Ongoing expenses associated with the care of an elderly parent
- Documentation showing paid costs of care

Elementary or secondary school tuition for a disabled child, including learning disability
- Tuition bill showing any financial aid, or paid tutor bills

Sibling of student entering high cost undergraduate institution, unknown at time of application
- Completed MHC Sibling in College Enrollment Verification Form (available on our website)

Incorrect financial information on the initial financial aid application
- For change in tax information, provide copy of taxes (if not previously provided) or 1040X
- For asset changes, provide documentation of correct amount

Other circumstances
- Relevant documentation supporting the request for reconsideration

Signatures
All the information on this form and provided in supporting documents is true and complete to the best of my knowledge. I (the student) understand that I must exhaust all self-help options (loans/work-study) before additional grant aid will be considered. If I receive additional grant as the result of this request for reconsideration and then decline the self-help in my financial aid package, all additional grant will be rescinded.

______________________________    _________    ______________________________    _________
Student Signature                  Date                  Parent Signature                Date

Email documentation (preferred method) to:  To mail documentation:
sfs@mtholyoke.edu                  Mount Holyoke College
                                         Student Financial Services
To fax documentation:                 50 College Street
    Fax: 413.538.2512                  South Hadley, MA 01075

Please redact personally identifiable information such as social security numbers prior to emailing or faxing documents to us.