
UNEMPLOYMENT – LAYOFF OR TERMINATION

IMPORTANT: You should only submit this form if you meet the Special Circumstance listed above. You will need to submit all of the documentation listed under the Required Documentation box (next page) in order for MCCC to process your request.

A. Student's Information

Student's Last Name Student's First Name Student's M.I. MCCC ID

B. Instructions:

Before petitioning for a Special Circumstance, a completed 2021-2022 Free Application for Federal Student Aid (FAFSA) must be on file with the Financial Aid Office at MCCC.

In addition to submitting the information for the chosen Special Circumstance category, MCCC must verify the data you provided on your FAFSA. Therefore, all students are required to submit the following documents:

- If the student, spouse (if applicable), or parent filed a 2019 Federal Tax Return, attach a copy of the 2019 **IRS Tax Return Transcripts or a signed "home copy" of your tax return** along with all W-2 Form(s). Please copy and paste the following link on your browser for instructions on how to request a Transcript, if needed:
 - <https://www.irs.gov/individuals/get-transcript>
- Dependent students must complete a Dependent Verification Form. Independent students must complete an Independent Verification Form. These forms are located on our website. Please copy and paste the following link on your browser to access the forms:
 - https://www.mccc.edu/admissions_financial.shtml#forms5
- A personal statement from the student/parent detailing the circumstance. Please be specific.

You must submit this form ALONG WITH all the required documentation. Incomplete submissions will not be evaluated. Please contact us at dfinaid@mccc.edu with any questions.

Student's name: _____ MCCC ID: _____

C. Special Circumstance Certification:

Select the calendar year in which the Special Circumstance occurred: 2019: ____ 2020: ____ 2021: ____

Review and complete the information below.

Circumstance	Reason	Required Documentation
Loss of Employment	Currently unemployed due to Termination/Layoff	<ul style="list-style-type: none"> Termination notice or resignation acknowledgment from employer Last pay stub with year-to-date earnings Benefits statement from Unemployment Office, Social Security Administration, or pension agency Severance pay notice
<p>In addition to the required documentation, please complete the following information:</p> <p>Name of unemployed person: _____</p> <p>Date of unemployment: _____</p> <p>Date unemployment benefits began: _____</p> <p>Weekly amount of unemployment benefits: \$ _____</p> <p>Amount earned in 2021 prior to unemployment (if applicable): \$ _____</p> <p>Is the person receiving/received severance pay: YES _____ NO _____</p> <p style="padding-left: 40px;">If YES lump sum amount: \$ _____ or weekly gross \$ _____</p> <p style="padding-left: 40px;">What dates did the severance begin: _____ end: _____</p> <p>Has the person returned to work: NO _____ YES _____ If YES date of return: _____</p> <p>Weekly gross salary: _____ Number of hours per week: _____</p>		

D. Certification and Signature

By signing this worksheet I certify that all of the information reported on it is complete and correct.

WARNING: If you purposely give false or misleading information on this worksheet, you may face MCCC disciplinary action, be fined and sentenced to jail.

Student's Signature

Date

STOP! You must submit this form ALONG WITH all of the required documentation. Incomplete submissions will not be evaluated. Information can be submitted via e-mail, fax or USPS mail. We suggest you put your name and MCCC ID on all submitted documents.

Email: dfinaid@mccc.edu

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