

Lakeland ID Number (LID)

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

Last Name: _____

First Name: _____

If your or your family’s financial situation has changed from what was reported on your 2026–27 Free Application for Federal Student Aid (FAFSA), you have the right to appeal. Lakeland’s Financial Aid Office may review your circumstances and, in accordance with federal regulations, make adjustments on a case-by-case basis.

Attach a Letter of Explanation

Your statement must include details about the special circumstance that you were unable to address on your FAFSA. Including all relevant information (dates the circumstance occurred, the individuals affected, etc). Please be as descriptive as possible as it determines the processing of your request. Requests will not be considered without a written statement. The Financial Aid Office reserves the right to requested additional information or documentation as needed.

What is your special circumstance? Check all that apply – and submit supporting documentation from the examples:

- Change of employment status or reduction of income: Effective date (after at least 8 weeks): _____
 - Letter from previous employer (on company letterhead) indicating start and end dates, YTD earnings
 - Severance pay statement
 - Copy of most recent pay stub with current employer showing YTD earnings
 - 2025 W-2(s) when available
 - Statement of unemployment benefits (if received)

- Separation/Divorce: Effective Date: _____
 - Court documents indicating date of separation or divorce
 - Alimony documentation and payments made
 - Separation agreement
 - Documentation for both parents’ living expenses at different addresses (ex. utility bills, lease, mortgage)
 - Copies of 2024 W-2s

- Death of spouse or parent: Effective Date: _____
 - Death certificate
 - Copies of 2024 W-2s

- Other: _____ Effective Date: _____

Statement of Certification: Each person signing this form certifies that all the information reported on it is complete and accurate. Warning: If you purposely give false or misleading information on this form, you may be fined, sentenced to jail, or both. **Electronic signatures will not be accepted.**

Student’s Signature: _____ Date: _____

Parent’s Signature (*Dependent Students only*): _____ Date: _____

Complete and return form by*:

Secure Upload: Login to myLakeland, Student Self Service, under Financial Aid Self Service, Select Secure Document Upload.

Fax: 440.525.7704

Mail: Lakeland Community College
7700 Clocktower Drive
Kirtland, OH 44094-5198

In Person: Lakeland Student Service Center
Building A-1003

**Please do not send documents through email as it is not secure*