

Student Financial Services
Professional Judgment for Special Circumstances Request 2018-2019

D

STUDENT NAME _____ TECH ID _____

Special Circumstances are situations beyond an individual's control that affect income reported on the 2018-2019 FAFSA. Below are listed the situations for which adjustments to your financial aid application may be possible.

PLEASE INDICATE THE SITUATION(S) THAT APPLY AND SUBMIT WITH DOCUMENTATION ATTACHED.

Section A.

_____ Your parent(s) 2018 income has substantially decreased from the 2016 income as result of a loss or change in employment due to extenuating circumstances for a period of 10 weeks or longer during 2018.

Documents required:

- A personal statement explaining your situation and extenuating circumstances.
- For Parent loss of income, complete Section B of Special Circumstance Form.
- Letter or document from previous employer on company/organization letterhead indicating dates of employment.
- The most recent pay stub indicating year-to-date earnings.
- If unemployed, a copy of the most recent unemployment compensation statement. If you are not receiving unemployment compensation, please address this in your personal statement and provide copy of denial notice.

_____ Your parent(s) has had a loss or reduction in an untaxed income or benefit which had been received in 2016.

Documents required:

- A personal statement explaining your situation.
- Complete Section B of Special Circumstance Form
- Letter or document from the agency/organization from which the benefit was received indicating the last date the benefit was receive or reduced.
- In the case of the loss of child support, a copy of the divorce decree is required.
- Total amount of untaxed income now expected for 2018 _____ Type _____.
- Date benefit stopped: _____.

_____ Your parents have divorced or legally separated since the time you applied for Federal Student Aid.

Documents required:

- In the case of divorce, copy of divorce decree.
- In the case of separation, a letter from an attorney indicating separation date.
- Total amount of Child Support now expected (if any) for 2018 _____.
- If 2016 taxes were filed jointly, please provide a signed copy of 2016 Federal Income Tax Returns and all W-2's.
- Complete updated household size form Section C.
- Indicate the name of which parent will be providing more than 50% of the student's financial support for the 2018-2019 school year. _____

_____ One of your parents has deceased since the time you applied for Federal Student Aid.

Documents required:

- Copy of the death certificate or obituary notice.
- If 2016 taxes were filed jointly, please provide a signed copy of 2016 Federal Income Tax Returns and all W-2s.

_____ Your parent(s) had excessive medical and dental expenses not covered by insurance **paid in 2016.**

Documents required:

- Submit a copy of the 2016 IRS Schedule A, or receipts of medical expenses **paid by your parents in 2016.**

_____ Distribution of 401K or similar, based on financial hardship, that is included in the 2016 adjusted gross income.

Documents required:

- Personal statement detailing situation and how funds were utilized. Indicate if any funds are remaining.
- Copy of mortgage or rent documents showing amount of monthly payment if funds used to assist in payments.
- Copy of amount of utility bills, medical costs, or other expenses that were paid with these funds.
- Signed copy of 2016 Income Tax Return and IRS 1099 form.

_____ Other: Personal Statement and supporting documentation required.

Section B.

2018 INCOME PROJECTIONS

Please provide your parent(s)' most recent paystub for all jobs worked from January 1, 2018 to present. Estimate all expected income from the present until December 31, 2018.

****If submitting this request after the Fall 2018 term has ended, please attach a copy of your parents 2018 Federal Income Tax Return and W-2's ****

Wages, salaries, tips, unemployment, and all other taxable income (do not include financial aid or wages earned through work-study employment).

Name of Parent(s)	1/1/2018 to present	+	the present to 12/31/2018	=	2018 taxable total
Parent 1 _____	\$ _____	+	\$ _____	=	\$ _____
Parent 2 _____	\$ _____	+	\$ _____	=	\$ _____

Untaxed income (child support, payments to tax-deferred pension and savings plans, untaxed portions of IRA distributions, worker's compensation, other untaxed income).

Please Specify:

Name of Parent(s)	1/1/2018 to present	+	the present to 12/31/2018	=	2018 untaxed total
Parent 1 _____	\$ _____	+	\$ _____	=	\$ _____
Parent 2 _____	\$ _____	+	\$ _____	=	\$ _____

Section C. (only if parents have become divorced or separated).

Please list your parent's household members for the parent referenced in Section A, be sure to INCLUDE YOURSELF below.

Name	Birth Date	Relationship to Student	College Attending 2018-2019
John Smith (example)	12/31/9999	Self	Central University
1.		Self	
2.			
3.			
4.			
5.			
6.			
7.			
8.			

The information and projections are true to the best of my/our knowledge. I/we understand that no adjustments will be made to the financial aid application without the appropriate supporting documentation.

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE

Return by Mail To:
Student Financial Services
Minnesota State University, Mankato
 120 Wigley Administration
 Mankato, MN 56001

Drop off at the Campus Hub
 OR 117 Centennial Student Union
 Fax: 507-389-6410

A member of the Minnesota State Colleges and Universities System.
 Minnesota State Mankato is an Affirmative Action/Equal Opportunity University. This document is available in alternative format to individuals with disabilities by calling the Campus Hub at 507-389-1866, 800-627-3529 or 711 (MRS/TTY).