

Student Financial Services Special Circumstances 2009-2010

STUDENT NAME _____ TECH ID _____

Minnesota State Mankato Student Financial Service's Special Circumstances Form for 2009-2010 is designed to address special circumstances affecting 2008 and/or 2009 family income and/or situations that have occurred after the original 2009-2010 Free Application for Federal Student Aid (FAFSA) application was filed. Noted below are the situations for which adjustments to your financial aid application may be possible. **PLEASE NOTE: No adjustments can be made without supporting documentation. The documentation requirements noted must be submitted before any review of your financial aid application may be completed. Forms submitted without the appropriate documentation will be returned unprocessed. Please call the Campus Hub at 507-389-1866, if you have questions. Please see www.mnsu.edu/campushub for more information on this process.**

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

- _____ Your parent(s) has had a loss or reduction in an untaxed income or benefit which had been received in 2008.
Documentation requirements:
- If applicable, letter or document from the agency/organization from which the benefit was received indicating the last date the benefit was received.
 - 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 2009 _____ Type _____.
 - Date benefit stopped: _____.
- _____ Since you applied for student financial aid, your parent is now separated, divorced or deceased.
Documentation requirements:
- 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 2009 _____.
 - Copy of the death certificate or obituary notice.
- _____ Your parent(s) has had medical and dental expenses not covered by insurance, and/or elementary, junior/senior high school tuition expenses **paid in 2008**.
Documentation requirements:
- For medical and/or dental expenses not covered by insurance, submit a copy of the 2008 IRS Schedule A, or receipts of medical expenses **paid in 2008**.
 - For elementary, junior and/or senior high school tuition, submit a copy of **paid receipts for 2008**. (Not a bill for the school year).
- _____ Your parent(s) has had a substantial decrease in income from 2008 to 2009 as a result of a change in employment and/or 4 weeks or more of unemployment during 2009.
Documentation requirements:
- Letter or document from previous employer on company/organization letterhead indicating dates of employment and,
 - If currently employed, letter from current employer on company letterhead indicating first date of employment and current salary, or a copy of 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, a formal statement to that effect is required.
- _____ Distribution of 401K or similar, based on financial hardship, that is included in the 2008 adjusted gross income.
Documentation requirements:
- Personal statement detailing situation and how funds were utilized in 2008. 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.
 - Copy of the last two years' (2007 and 2008) federal income tax return (pages 1&2).
- _____ Parent enrolled at least half-time in degree seeking program.
Documentation requirements:
- Copy of acceptance letter AND most recent registration statement from parent's institution.
- _____ Other (Examples: nursing home expenses not covered by insurance; property damage due to natural disaster or fire not covered by insurance; proceeds from sale of farm or business due to a foreclosure or bankruptcy).
- _____ (Supporting Documentation Required)

***Only those who are submitting this form because of a decrease in income should complete the 2009 income projections.**

2009 INCOME PROJECTIONS

In figuring expected income for 2009, remember that for each category of income below, you must add together all income from January 1, 2009 until the present and all expected income from the present until December 31, 2009. If you are submitting this request during the 2010 calendar year, please attach a copy of your 2009 Federal Income Tax Return and W-2's.

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

1/1/2009 to present	+	the present to 12/31/2009	=	2009 taxable total
Father \$ _____	+	\$ _____	=	\$ _____
Mother \$ _____	+	\$ _____	=	\$ _____

Untaxed income (AFDC/MFIP, child support, social security, worker's compensation, other untaxed income). Please Specify: _____

1/1/2009 to present	+	the present to 12/31/2009	=	2009 untaxable total
Father \$ _____	+	\$ _____	=	\$ _____
Mother \$ _____	+	\$ _____	=	\$ _____

Dependent Student Change in Income: If you (the student) worked full-time during all twelve months of 2008, and you are working part-time or are unemployed in 2009, please provide the following documentation:

- Letter from previous employer on company letterhead indicating full-time employment status and dates of employment and,
- If currently employed, letter from current employer on company letterhead indicating part-time employment status, first date of employment, and current salary.
- If currently unemployed, a formal statement to that effect is required.

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

1/1/2009 to present	+	the present to 12/31/2009	=	2009 taxable total
Student \$ _____	+	\$ _____	=	\$ _____

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 Center
 Mankato, MN 56001

OR Drop off at the Campus Hub
 117 Centennial Student Union