

**Student Financial Services
Special Circumstances 2009-2010**

I

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 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 any 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.

_____ You and/or your spouse have suffered a loss or reduction in an untaxed income or benefit which was 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: _____.

_____ You have separated or divorced, or spouse is deceased since the time you applied for student financial aid.

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.

_____ You and/or your spouse have 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 by you** in 2008.
- For elementary, junior and/or senior high school tuition, submit a copy of **paid receipts for 2008**. (Not just a bill).

_____ You and/or your spouse 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).

_____ 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 (spouse included, if applicable) 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 (and your spouse's, if applicable) 2009 Federal Income Tax Return or 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
Student \$ _____	+	\$ _____	=	\$ _____
Spouse \$ _____	+	\$ _____	=	\$ _____

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

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

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

SPOUSE 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

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).