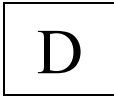


Student Financial Services Professional Judgment for Special Circumstances Request 2023-2024



STUDENT NAME _____ TECH ID _____

Special Circumstances are situations beyond an individual's control that affect income reported on the 2023-2024 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) 2023 income has substantially decreased from the 2021 income as result of a loss or change in employment due to extenuating circumstances for a period of 10 weeks or longer during 2023.

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 2021.

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 2023 _____ Source _____.
- 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 2023 _____.
- If 2021 taxes were filed jointly, please provide a signed copy of 2021 Federal Income Tax Returns AND all applicable schedules and W-2s.
- 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 2023-2024 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 2021 taxes were filed jointly, please provide a signed copy of 2021 Federal Income Tax Returns AND all applicable schedules and W-2s.

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

- To consider expense during the 2021 year, provide a copy of the 2021 IRS Schedule A, or receipts of medical expenses **paid by your parents in 2021.**
- To consider expenses during the 2023 year, provide a copy of the 2023 Schedule A, or receipts of medical expenses **paid by your parents in 2023.**

_____ Distribution of 401K or similar, based on financial hardship, that is included in the 2021 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 2021 Income Tax Return and ALL IRS 1099R forms.

_____ Other: Personal Statement and supporting documentation required.

SECTION B

2023 INCOME PROJECTIONS (for parent loss of income)

Please provide your parent(s)' most recent paystub for all jobs worked from January 1, 2023 to present. Estimate all expected income from the present until December 31, 2023.

****If submitting this request after the Fall 2023 term has ended, please attach a copy of your parents' 2023 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)	1/1/2023 to present	+	the present to 12/31/2023	=	2023 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)	1/1/2023 to present	+	the present to 12/31/2023	=	2023 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 2023-2024
<i>John Smith (example)</i>	<i>12/31/9999</i>	<i>Self</i>	<i>Central University</i>
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

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

Upload the completed signed form and all supporting documentation to: <https://link.mnsu.edu/upload>

A member of the Minnesota State Colleges and Universities System.

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