

Student Financial Services Professional Judgment for Special Circumstances Request 2024-2025



STUDENT NAME _____ TECH ID _____

Special Circumstances are situations beyond an individual's control that affect income reported on the 2024-2025 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) 2024 income has substantially decreased from the 2022 income as result of a loss or change in employment due to extenuating circumstances for a period of 10 weeks or longer during 2024.

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.
- Copies of all 2022 W2's, Schedule C's, Schedule F's, or Schedule K-1's
- 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 2022.

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.
- Total amount of untaxed income now expected for 2024 _____ 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.
- If 2022 taxes were filed jointly, please provide a signed copy of 2022 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 2024-2025 school year. _____

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

Documents required:

- Copy of the death certificate or obituary notice.
- If 2022 taxes were filed jointly, please provide a signed copy of 2022 Federal Income Tax Returns AND all applicable schedules and W-2s of the surviving parent.

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

- To consider expense during the 2022 year, provide a copy of the 2022 IRS Schedule A, or receipts of medical expenses **paid by your parents in 2022.**
- To consider expenses during the 2024 year, provide a copy of the 2024 Schedule A, or receipts of medical expenses **paid by your parents in 2024**

_____ Distribution of 401K or similar, based on financial hardship, that is included in the 2022 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 2022 Income Tax Return and ALL IRS 1099R forms.

_____ Other: Personal Statement and supporting documentation required.

SECTION B

2024 INCOME PROJECTIONS (for parent loss of income)

Please provide your parent(s)' most recent paystub for all jobs worked from January 1, 2024 to present. Estimate all expected income from the present until December 31, 2024.

****If submitting this request after the Fall 2024 term has ended, please attach a copy of your parents' 2024 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)	1/1/2024 to present	+	the present to 12/31/2024	=	2024 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)	1/1/2024 to present	+	the present to 12/31/2024	=	2024 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 2024-2025
<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

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

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

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