

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

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STUDENT NAME \_\_\_\_\_ TECH. ID \_\_\_\_\_

Special Circumstances are situations beyond an individual's control that the 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**

\_\_\_\_\_ You and/or your spouse's 2024 income has substantially decreased from the 2022 income as a 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.
- Complete Section B of Special Circumstances Form
- Letter or document from previous employer on letterhead indicating dates of employment.
- Copies of all 2022 W2's, Schedule C's, Schedule F's, or Schedule K-1's
- 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.

\_\_\_\_\_ You and/or your spouse have suffered a loss or reduction in an untaxed income or benefit which was received in 2022.

**Documents required:**

- A personal statement explaining your situation.
- Complete Section B of Special Circumstances Form.
- Total amount and type of untaxed income now expected for 2024: \_\_\_\_\_.
- Letter or document from the agency/organization from which the benefit was received indicating the last date the benefit was received or reduced.
- Date benefit stopped: \_\_\_\_\_.

\_\_\_\_\_ You have separated or divorced 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 Return AND all applicable schedules and W-2's
- Complete updated household size form Section C.

\_\_\_\_\_ Your spouse has deceased 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.

\_\_\_\_\_ You and/or your spouse had excessive medical and dental expenses not covered by insurance.

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

\_\_\_\_\_ Distribution of 401K or similar, based on financial hardship, that is included in the 2022 adjusted gross income.

**Documents required:**

- Personal statement explaining your situation, how funds were utilized, and if any are remaining.
- Copies of receipts/payments detailing what distribution funds were used for.
- 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 student/spouse loss of income)**

Please provide your most recent paystub for all jobs worked (spouse included, if married) from January 1, 2024 to the present. Estimate 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 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).**

	1/1/2024 to present	+	the present to 12/31/2024	=	2024 taxable total
<b>Student Income</b>	\$ _____	+	\$ _____	=	\$ _____
<b>Spouse Income</b>	\$ _____	+	\$ _____	=	\$ _____

**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: \_\_\_\_\_**

	1/1/2024 to present	+	the present to 12/31/2024	=	2024 untaxed total
<b>Student</b>	\$ _____	+	\$ _____	=	\$ _____
<b>Spouse</b>	\$ _____	+	\$ _____	=	\$ _____

## **SECTION C (only if you have become divorced or separated)**

Please list all **current** household members, including 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 \_\_\_\_\_

SPOUSE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**Return by mail to:**

**Student Financial Services**  
**Minnesota State University, Mankato** OR  
 120 Wigley Administration  
 Mankato, MN 56001

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>**

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