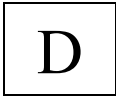


**Student Financial Services**  
**Professional Judgment for Special Circumstances Request 2024-2025**



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.
- 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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