



## 2019-20 Special Circumstance Form

If your family situation has changed significantly from the information you were required to provide on the 2019-20 FAFSA, your 2017 income may not be an accurate indicator of your family's ability to contribute to your educational costs. In some cases, Minot State Financial Aid may be able to make an adjustment based on your 2018 actual income or projected 2019 income rather than 2017 income information. Complete and return this form to the Financial Aid Office if you, your spouse, or a parent has incurred an unusual expense or unusual change in income.

### A. Student Information

Last Name	First Name	MI	Date of Birth	Student ID
Address (include apartment number)			Email Address	
City	State	Zip	Phone Number	
Who incurred the unusual expense or circumstance? Student _____ Spouse _____ Parent 1 _____ Parent 2 _____				
Indicate amount of additional funding you are requesting: \$ _____				

### B. Documentation

**Supporting documentation that verifies your unusual expense or circumstance must be attached. See page 2 for required documentation. Forms submitted with incomplete documentation will not be processed.**

Please check all circumstances you would like to have considered from the list below.

- |                                                              |                                                               |
|--------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Childcare expense                   | <input type="checkbox"/> Housing Costs                        |
| <input type="checkbox"/> Computer purchase                   | <input type="checkbox"/> Commuting Expense                    |
| <input type="checkbox"/> Death of parent                     | <input type="checkbox"/> Separation or Divorce                |
| <input type="checkbox"/> Loss of benefits                    | <input type="checkbox"/> Liquidation or Foreclosure of Assets |
| <input type="checkbox"/> Roth IRA rollover                   | <input type="checkbox"/> Loss of Income/Employment            |
| <input type="checkbox"/> Parent enrolled in college          | <input type="checkbox"/> Medical Expenses                     |
| <input type="checkbox"/> Elementary/Secondary School Tuition | <input type="checkbox"/> Other _____                          |

### C. Loss of Income/Employment (Complete this section if your Special Circumstances includes a loss of income AND your 2019 income will be less than your 2018 income.)

Projected income from January 1, 2019 to December 31, 2020	Student	Spouse	Parent 1 Income List Parent Name: _____	Parent 2 Income List Parent Name: _____
2019 Gross Earnings from Work	\$	\$	\$	\$
2019 Unemployment Benefits	\$	\$	\$	\$
2019 Child Support Received	\$	\$	\$	\$
2019 Worker's Compensation	\$	\$	\$	\$
2019 Other Income:	\$	\$	\$	\$

### D. Sign and Date This Worksheet

All the information provided by the undersigned is true and complete to the best of my/our knowledge. I/we further understand that purposely giving false or misleading information to obtain student financial aid may subject me/us to fines and other penalties.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## E. Required Documentation

Special Circumstance	Documentation
Child Care Expense	Letter listing: <ol style="list-style-type: none"> <li>Name and age of dependent(s)</li> <li>Hourly rate paid</li> <li>Total monthly cost</li> <li>Name &amp; address of provider</li> </ol>
Housing Costs	<ol style="list-style-type: none"> <li>Copy of rental agreement or mortgage payment</li> <li>Copy of most recent monthly utility bills</li> </ol>
Computer Purchase	Copy of purchase order or receipt for purchase of a computer (purchased between August 2019 and May 2020)
Commuting Expense	Letter listing: <ol style="list-style-type: none"> <li>Number of miles traveled each day and how many days you travel</li> <li>Where you are traveling from</li> </ol>
Death of a Parent	<ol style="list-style-type: none"> <li>Letter listing:               <ol style="list-style-type: none"> <li>Relationship of deceased to the student</li> </ol> </li> <li>Copy of obituary</li> <li>Copy of 2018 federal tax return and W2s</li> </ol>
Separation or Divorce	<ol style="list-style-type: none"> <li>Letter listing:               <ol style="list-style-type: none"> <li>Revised household members</li> </ol> </li> <li>Copy of divorce decree or proof of separation</li> <li>Copy of 2018 federal tax return and W2s</li> </ol>
Loss of Benefits	<ol style="list-style-type: none"> <li>Letter listing:               <ol style="list-style-type: none"> <li>Whose benefit(s) was terminated</li> <li>Amount of benefit(s) received for last two years</li> <li>Reason for termination</li> </ol> </li> <li>Copy of document from provider stating termination</li> <li>Copy of 2018 Federal tax return and W2s</li> </ol>
Liquidation or Foreclosure	<ol style="list-style-type: none"> <li>Letter listing:               <ol style="list-style-type: none"> <li>Type of asset liquidated</li> <li>Gross sales proceeds</li> <li>List of where proceeds were applied</li> </ol> </li> <li>Copy of foreclosure notice</li> <li>Copy of 2018 federal tax return and W2s</li> </ol>
Roth IRA Rollover	<ol style="list-style-type: none"> <li>Copy of documents from investment agency verifying the rollover of pension or IRA to a Roth IRA</li> <li>Copy of 2017 federal tax return and W2s</li> </ol>
Loss of Employment	<ol style="list-style-type: none"> <li>Letter listing               <ol style="list-style-type: none"> <li>Who lost employment and when</li> <li>Reason for loss of employment</li> <li>Income earned and untaxed income (Worker's Compensation, unemployment benefits, disability benefits, etc) to date of termination (per family member)</li> <li>Projected income and untaxed income to the end of 2019</li> </ol> </li> <li>Copy of last pay stub from all employers for 2019</li> <li>Copy of 2017 federal tax return and W2s</li> <li>Copy of 2018 federal tax return and W2s</li> </ol>
Parent Enrolled in College	Letter listing: <ol style="list-style-type: none"> <li>Which parent is enrolled</li> <li>Number of enrolled credits</li> <li>Enrollment verification form from the college showing that parent is enrolled ½ time or greater in a degree granting program</li> </ol>
Medical Expenses	<ol style="list-style-type: none"> <li>Letter listing:               <ol style="list-style-type: none"> <li>Who incurred the expense(s)</li> </ol> </li> <li>List of medical expenses incurred (only paid bills will be considered)</li> <li>Copy of Explanation of Benefits from insurance provider</li> <li>Copy of medical bills</li> </ol>
Elementary/Secondary School Tuition	Letter listing: <ol style="list-style-type: none"> <li>Person for whom tuition is being paid</li> <li>Copy of tuition contract</li> </ol>

### Forms can be submitted in ONE of the following ways:

Mailing to: Minot State University, Financial Aid Office, 500 University Ave W, Minot, ND 58707

Drop Off on Campus: MSU Financial Aid Office, 2nd floor, Administration Building

Submitting online via our secure filedrop by visiting: [minotstateu.edu/financialaid/verification.shtml](http://minotstateu.edu/financialaid/verification.shtml)

Phone: 1-800-777-0750 or 701-858-3375 • Fax: 701-858-4310 • For additional questions, email: [Laurie.Weber@minotstateu.edu](mailto:Laurie.Weber@minotstateu.edu)