



2023-2024 Special Circumstance Form

If your family situation has changed significantly from the information you were required to provide on the 2023-24 FAFSA, your 2021 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 2022 actual income or projected 2023 income rather than 2021 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 the 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.

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

C. Loss of Income/Employment (Complete this section if your Special Circumstances includes a loss of income AND your 2023 income will be less than your 2022 income.)

Projected income from Jan. 1, 2023 to Dec.31, 2023	Student	Spouse	Parent 1 – List Name: _____	Parent 2 – List Name: _____
2023 Gross Earnings from Work	\$	\$	\$	\$
2023 Unemployment Benefits	\$	\$	\$	\$
2023 Child Support Received	\$	\$	\$	\$
2023 Worker's Compensation	\$	\$	\$	\$
2023 Other Income	\$	\$	\$	\$

D. Sign and Date This Worksheet

INK SIGNATURE REQUIRED – Typed or electronic signatures will not be accepted. Unsigned documents will be returned.

By signing below, I (we) certify that all the information reported on this worksheet is complete and correct. I (we) understand that purposely giving false or misleading information may result in fines, penalties, and/or reduction or immediate repayment of aid.

Student Signature _____ Date _____ Parent Signature _____ Date _____

E. Required Documentation

Special Circumstance	Documentation
Child Care Expense	Letter listing: a. Name and age of dependent(s) b. Hourly rate paid c. Total monthly cost d. Name and address of provider
Housing Costs	1. Copy of rental agreement or mortgage payment 2. Copy of most recent monthly utility bills
Computer Purchase	Copy of purchase order or receipt for purchase of a computer (purchased between Aug. 2023 and May 2024)
Commuting Expense	Letter listing: a. Number of miles traveled each day and how many days you travel b. Where you are traveling from
Death of a Parent	1. Letter listing: Relationship of deceased to the student 2. Copy of obituary 3. Copy of 2021 and 2022 federal tax return and W2s
Separation or Divorce	1. Letter listing: Revised household members 2. Copy of divorce decree or proof of separation 3. Copy of 2021 and 2022 federal tax return and W2s
Loss of Benefits	1. Letter listing: a. Whose benefit(s) was terminated b. Amount of benefit(s) received for last two years c. Reason for termination 2. Copy of document from provider stating termination 3. Copy of 2021 and 2022 Federal tax return and W2s
Liquidation or Foreclosure	1. Letter listing: a. Type of asset liquidated b. Gross sales proceeds c. List of where proceeds were applied 2. Copy of foreclosure notice 3. Copy of 2021 federal tax return and W2s
Roth IRA Rollover	1. Copy of documents from investment agency verifying the rollover of pension or IRA to a Roth IRA 2. Copy of 2021 federal tax return and W2s
Loss of Employment	1. Letter listing: a. Who lost employment and when b. Reason for loss of employment c. Income earned and untaxed income (Worker's Compensation, unemployment benefits, disability benefits, etc.) to date of termination (per family member) d. Projected income and untaxed income to the end of 2023 2. Copy of last pay stub from all employers for 2023 3. Copy of 2021 federal tax return and W2s 4. Copy of 2022 federal tax return and W2s
Parent Enrolled in College	Letter listing: a. Which parent is enrolled b. Number of enrolled credits c. Enrollment verification form from the college showing that parent is enrolled half time or greater in a degree granting program
Medical Expenses	1. Letter listing: Who incurred the expense(s)? 2. List of medical expenses incurred (only paid bills will be considered) 3. Copy of Explanation of Benefits from insurance provider 4. Copy of medical bills
Elementary/Secondary School Tuition	Letter listing: a. Person for whom tuition is being paid b. Copy of tuition contract

Forms can be submitted in ONE of the following ways:

Submit online via our secure FILEDROP by visiting: [MinotStateU.edu/financialaid/verification.shtml](https://minotstateu.edu/financialaid/verification.shtml)

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

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

Secure Fax: 701-858-4310 • For additional questions: Phone: 800-777-0750 or 701-858-3375 • Email: financialaid@minotstateu.edu