



Financial Aid Office  
2500 E. 80<sup>th</sup> Street  
Inver Grove Heights, MN 55076

### 2016-2017 Special Circumstances

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_  
street city state zip

Please check all that apply:

- Unemployment Benefits:** Student/Spouse or Parent (if dependent student) are currently receiving unemployment benefits.
  1. Attach signed copy of 2015 Federal income tax return for student/spouse and parents if a dependent student.
  2. Attach copy of the State of Minnesota Unemployment Benefit payments.
  3. Attach copy of most recent pay stubs.
  4. A detailed letter explaining your circumstances including :
    - Last date of employment
    - Total income from January 1<sup>st</sup> 2016 to present
    - Expected Income from present to December 31, 2016

- Excessive medical/dental expenses not covered by insurance:**
  1. Attach an explanation of unusual expenses, when they occurred and documentation of the expenses.

- Substantial change in income for 2016: (Be advised these requests may not be considered until Jan 2017 when you can provide 2016 W-2's)**
  1. A detailed letter explaining your circumstances including :
    - Reason for change in income
    - Total income from January 1<sup>st</sup> 2016 to present
    - Expected Income from present to December 31, 2016
  2. Attach signed copy of 2015 Federal income tax return for student/spouse and parents if a dependent student.
  3. Attach copy of most recent pay stubs.

**None of the above**

We can analyze your situation and adjust your aid faster if you submit clear explanations and detailed documentation.

Certification

**I/We affirm that the information provided is true and complete.**

Student \_\_\_\_\_

Date: \_\_\_\_\_

Parent \_\_\_\_\_  
(if a dependent student)

Date: \_\_\_\_\_

Office Use Only

- Approved
- Denied
- The information you provided did not change your financial aid eligibility
- Incomplete - your appeal did not include the required documentation

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_