

Special Conditions Appeal 2022-2023



Name _____ Phone _____ Dragon ID _____

Address _____

Students have the option to file a Special Conditions Appeal when his or her financial situation has significantly changed and 2020 tax information as reported on the 2022-2023 Free Application for Federal Student Aid (FAFSA) does not accurately reflect the current financial condition.

Required Documentation for All Appeals

- A completed 2022-2023 Free Application for Federal Student Aid
- A signed letter clearly explaining the special circumstance, including a statement of what action you would like to see taken (additional work study or loan eligibility, and what amount you are willing to borrow)
- A signed copy of the student's and parents' (or your spouse's, if married) 2020 and 2021 federal tax return (with all schedules) and W-2s.

Appeal Conditions (check all that apply)

- Expenses incurred and/or economic hardship as a result of COVID-19.
- Involuntary loss or significant reduction of income and/or benefits
 - o Termination/severance letter
 - o Final earnings statement from the previous employer
 - o Unemployment documentation (including the Maximum Benefits Available)
- Significant medical or dental expenses not covered by insurance for family members in the FAFSA household

NOTE: Expenses incurred but not paid do not qualify for consideration

 - o Copies of billing statements from the medical or dental provider(s) and proof of payment OR a copy of the 2020 Federal Income Tax Return Schedule A (preferred in lieu of receipts or checks)
 - o Expenses paid that are not reported on the Federal Income Tax Return Schedule A
- One-time income received in 2020 that will not be received in 2021 and/or 2022 (severance, child support, etc.)
 - o Document the final payment and total amount received in 2021 and/or 2022
- Death of a parent or spouse
 - o Copy of the death certificate
- Divorce or separation after the FAFSA was filed
 - o Copy of legal separation/divorce agreement (court-issued or letter from attorney)
 - o Proof of separate addresses (i.e. utility bills)
- Additional family member in college
 - o Copy of the course registration and charges for tuition, fees, books and required supplies
- Exceptional expenses
 - o The standard budget reflects the average cost of tuition and fees, books and supplies, living costs, and personal and incidental expenses, including a transportation allowance. Only extraordinary educational expenses that occur during the academic year and substantially exceed those allowed in the standard budget are considered.
 - o Examples of expenses that may be considered are computer purchase (once per college enrollment), musical instrument purchase (majors only), costs associated with disability (not covered by insurance or another agency), or books & supplies in excess of allowance. Receipts or purchase invoices are required.
- Other
 - o Any circumstance not listed above

Anticipated Income

Enter all income received and anticipated income for the time period

Income provided is for July 2020 - June 2021 January 2021 - December 2021 July 2021 - June 2022 January 2022 - December 2022

	Student	Spouse	Parent 1	Parent 2
Wages/Salary				
Unemployment Compensation				
Social Security Benefits				
Supplemental Security Income				
Child Support received				
Worker's Compensation				
Housing Allowance (e.g., military or clergy)				
Other income, benefits or gifts (explain)				

Explanation

Provide an explanation of the special conditions for which you are requesting an adjustment. Attach additional pages as needed.

Timeline and Deadline

You will be notified in writing within 20 business days of any decisions. Appeals submitted August through September may take up to six weeks to review. Requests for additional documentation may extend the processing time. Appeals and required documentation must be submitted a minimum of 15 business days prior to the last day of the semester or period of enrollment. Appeals submitted later will not be reviewed.

Certification and Signatures

This appeal must be signed by the student and at least one parent whose information is reported on the 2022-2023 FAFSA.

- I/We certify that all of the information provided is true and complete to the best of our knowledge.
- I/We understand that failure to provide any documentation as requested will result in denial of this application.
- I/We understand that any misrepresentation of the facts in connection with this appeal may be sufficient cause, in and of itself, for cancellation or repayment of financial aid, whenever discovered.

Student _____ Parent _____

Date _____ Date _____

RETURN THIS COMPLETED AND SIGNED FORM TO:

Minnesota State University Moorhead • Office of Scholarship and Financial Aid • MSUM Box 90 • 1104 7th Avenue South • Moorhead, MN 56563
218.477.2251 • Fax: finaid@mnstate.edu 218.477.2058 • E-mail: finaid@mnstate.edu