

# Special Conditions Appeal 2020-2021



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 2018 tax information as reported on the 2020-2021 Free Application for Federal Student Aid (FAFSA) does not accurately reflect the current financial condition.

## Required Documentation for All Appeals

- A completed 2020-2021 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) 2018 and 2019 federal tax return 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 2018 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 2018 that will not be received in 2019 and/or 2020 (severance, child support, etc.)
  - o Document the final payment and total amount received in 2019 and/or 2020
- 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)
- Parent or 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 2018 - June 2019  January 2019 - December 2019  July 2019 - June 2020  January 2020 - December 2020

	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.

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### 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 2020-2021 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](mailto:finaid@mnstate.edu) 218.477.2058 • E-mail: [finaid@mnstate.edu](mailto:finaid@mnstate.edu)