

2015-2016 Special Condition Review Form

Follow the steps below and return this form with the appropriate documentation. The information you provide on this form will be reviewed to determine if adjustments to your FAFSA can be made. Please allow 3 to 4 weeks for processing time. Additional information may be requested once received. All decisions made by the Financial Aid Office are final. If a change is made, you will receive a revised Student Aid Report (SAR) from FAFSA. The Financial Aid Office will then revise your award. You will receive notification if we are unable to process this request. **Do not submit this form before completing your 2015 Federal Tax Return.**

- **Attach a detailed letter to this Request Form documenting your circumstances.**
- **Attach documentation requested in Section B for the special circumstances you checked.**

Section A – Student Information

Name: _____ Student ID N _____

Student phone number: _____

List the people in your household, including yourself. List the name of the college for any member (excluding parents) who will attend college at least half-time between 07/01/2015 and 06/30/2016.

Full Name	Age	Relationship	College
		Self	Moraine Park

Section B – Special Circumstances—from the list provided, indicate the reason for the requested review of your family’s financial situation and provide indicated documentation.

- Loss of Job or Parental Loss of Job or Reduction of Hours**
1. Letter(s) from applicable former employer(s) stating the last date of employment.
 2. **Attach a signed copy of your and your parents' (if dependent) 2014 Tax Return Transcript from the IRS and W-2s and a Verification Worksheet (Dependent or Independent) based on whether you needed parent’s tax information on FAFSA. This form can be found at www.morainepark.edu/financial-aid/, click on Financial Aid Forms to locate). If you and/or your parents imported your tax data from the IRS on the FAFSA, we do not need the tax transcript.**
- Loss of Benefits (Social Security Benefits, Child Support, Worker’s Compensation, Alimony, Unemployment Benefits, etc.)**
1. Copy of benefit termination notice and amount of benefits received in 2014 or 2015.
 2. Copy of divorce decree indicating the last date of child support.
 3. Copy of unemployment compensation letter or signed statement that you did not or will not receive unemployment.
 4. **Attach a signed copy of your and your parents' (if dependent) 2014 Tax Return Transcript from the IRS and W-2s and a Verification Worksheet (Dependent or Independent) based on whether you needed parent’s tax information on FAFSA. This form can be found at www.morainepark.edu/financial-aid/, click on Financial Aid Forms to locate). If you and/or your parents imported your tax data from the IRS on the FAFSA, we do not need the tax transcript.**
- One time income in 2014 (i.e., Sale of home, capital gains, etc.)**
1. **Attach a signed copy of your and your parents' (if dependent) 2014 Tax Return Transcript and W-2s and a Verification Worksheet (Dependent or Independent) based on whether you needed parent’s tax information on FAFSA. This form can be found at www.morainepark.edu/financial-aid/, click on Financial Aid Forms to locate). If you and/or your parents imported your tax data from the IRS on the FAFSA, we do not need the tax transcript.**

You and your spouse or your parents (if dependent) have been separated or divorced since completing the FAFSA.

_____ Date of Separation or Divorce

1. Attach a copy of the Separation Order/Agreement or Divorce Decree.
2. Attach a signed copy of your and your parents' (if dependent) 2014 Tax Return Transcript and W-2s and a Verification Worksheet (Dependent or Independent) based on whether you needed parent's tax information on FAFSA. This form can be found at www.morainepark.edu/financial-aid/, click on Financial Aid Forms to locate). If you and/or your parents imported your tax data from the IRS on the FAFSA, we do not need the tax transcript.

Your spouse (or a parent) has died since completing the FAFSA.

_____ Date of Death

1. Attach a copy of the Death Certificate.
2. Attach a signed copy of your and your parents' (if dependent) 2014 Tax Return Transcript and W-2s and a Verification Worksheet (Dependent or Independent) based on whether you needed parent's tax information on FAFSA. This form can be found at www.morainepark.edu/financial-aid/, click on Financial Aid Forms to locate). If you and/or your parents imported your tax data from the IRS on the FAFSA, we do not need the tax transcript.

Section C – 2015 Income Information

***Provide a copy of your and your parents (if dependent) signed 2015 Federal Tax Form.**

LIST ALL SOURCES OF UNEARNED INCOME OR BENEFITS:

(include unemployment compensation, dividends, capital gains, earned income credits, TANF, Child Support, Social Security, disability, etc.)

Income or Benefit	Amount

Section D – Certification and Signature

My signature below certifies that the information I have provided on this form is true. I agree to provide proof of the information if and/or when requested. I understand that the penalty for providing false or misleading information is a \$20,000 fine, a prison sentence, or both.

Parent Signature (if applicable): _____ Date: _____

Student Signature: _____ Date: _____

Spouse of Student Signature (if applicable): _____ Date: _____

Office Use Only

Reviewer Notes

Approved: Yes No No Follow Up Current EFC: _____ New EFC: _____

Reviewer Initials: _____ Date: _____