

## 2023-2024 Special Circumstances Review Form

Instructions: A completed Special Circumstances Review packet should include the following:

- an accepted financial aid award (accepted and verifiable online via myMPTC student account),
- a completed Special Circumstances Review Form,
- a statement or documentation as required to support your request.

**Do not submit this information before completing the Federal Tax Return for the calendar year impacted. You may only submit one year’s tax information for review and only one review may be completed in any award year. Fully complete all sections of this form.**

Other Information: The information supplied with your 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. You will receive notification if we are unable to process this request. If a change is made, you will receive a revised Student Aid Report (SAR) from the Department of Education. The Financial Aid Office will then revise your award.

### Section A. Student Information

|   |            |      |      |            |
|---|------------|------|------|------------|
|   |            |      | N 00 |            |
| Last Name                                     | First Name | M.I. |      | Student ID |
| Phone Number <i>(include area code)</i> _____ |            |      |      |            |

**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 07/01/2023 and 06/30/2024**

| Full Name | Age | Relationship | College Attending 2023-2024    |
|-----------|-----|--------------|--------------------------------|
|           |     | Self         | Moraine Park Technical College |
|           |     |              |                                |
|           |     |              |                                |
|           |     |              |                                |
|           |     |              |                                |
|           |     |              |                                |
|           |     |              |                                |
|           |     |              |                                |

### Section B. Student’s and Parent’s Tax and Other Income Information

1. Provide a copy of your and your parents (if dependent) W-2s and signed 2023 or 2024 Federal Tax Form.

I am submitting information for **(check one)**:

2022                       2023

**You may only submit one year’s tax information for review.**

2. Attach a copy of your and your parents’ (if dependent) Federal 2021 Tax Returns, all 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/](http://www.morainepark.edu/financial-aid/), (click on Financial Aid Forms). If you and/or your parents imported your tax data from the IRS on the FAFSA, we do not need the tax return.

3. List all sources of unearned income or benefits for the year for which you are providing tax information (2022 or 2023).  
Examples include: Child Support, Social Security, or disability.

| Income or Benefit | Annual Amount |
|-------------------|---------------|
|                   |               |
|                   |               |

### Section C. Special Circumstances

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**  
Suggested Documentation: Letter(s) from applicable former employer(s) stating the last date of employment.
- Loss of benefits (Social Security Benefits, Child Support, Worker's Compensation, Alimony, Unemployment Benefits, etc.)**  
Suggested Documentation:
- Copy of benefit termination notice and amount of benefits received in **2022 or 2023**.
  - Copy of divorce decree indicating the last date of child support.
  - Copy of unemployment compensation letter or signed statement that you did not or will not receive unemployment.
- One time income in 2021 (i.e. sale of home, capital gains, etc.)**  
Suggested Documentation: Letter explaining the situation and any applicable additional tax documentation.
- You and your spouse or your parents (if dependent) have been separated or divorced since completing the FAFSA.**  
\_\_\_\_\_ **Date of Separation or Divorce**  
Required Documentation: Attach a copy of the Separation Order/Agreement or Divorce Decree.
- Your spouse (or a parent) has died since completing the FAFSA.**  
Required Documentation: Attach a copy of the Death Certificate.

### Section D. Documentation Required

**\*\*A detailed letter must be attached to this request form documenting your circumstances\*\***

### Section E. 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: \_\_\_\_\_

#### Office Use Only

Reviewer Notes

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|  |
|  |
|  |

Approved:    Yes    No    No Follow Up                      Current EFC: \_\_\_\_\_ New EFC: \_\_\_\_\_

Reviewer Initials: \_\_\_\_\_ Date: \_\_\_\_\_