



## Special Circumstance Appeal – Independent

## Academic Year 2024-2025

According to federal laws and regulations, a family’s 2022 income is used to assess financial need for the 2024-2025 school year. This appeal should be used by independent students whose financial situation has changed and 2022 tax information does not accurately reflect their current financial condition.

To maximize your financial aid eligibility, your appeal should be submitted at least two weeks prior to the end of the term in which you are seeking an adjustment. Appeals submitted within two weeks of the end of term will be reviewed, but financial aid funds may be limited or no longer available.

Before a request for special consideration will be reviewed by UMC, the student must complete the FAFSA using 2022 tax information. After submitting the FAFSA, you may then complete this application for review.

### Return this completed form by:

**Mail:** Financial Aid & Scholarships  
University of Minnesota Crookston  
2900 University Ave  
Crookston MN 56716

**Email:** [umc-fa@umn.edu](mailto:umc-fa@umn.edu)

### Questions?

Ph: 218-281-8550

[umc-fa@umn.edu](mailto:umc-fa@umn.edu)

Student Information			
Full Name	Birthdate	Social Security Number	Student ID Number
Address (street or PO box, city, state, ZIP)			
UMC Email			Contact Phone Number
Family Information			
List below the people in your household. Include: <ul style="list-style-type: none"> <li>• Yourself.</li> <li>• Your spouse if you are married</li> <li>• Your children, if any, if you will provide more than half of their support from July 1, 2024, through June 30, 2025, or if the child would be required to provide your information if they were completing a FAFSA for 2024-2025. Include children who meet either of these standards even if they do not live with you.</li> <li>• Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2024.</li> </ul>			
Name	Birthdate	Relationship to Student	
		Self	

**Required Documentation for all appeals**

A signed letter clearly explaining your special circumstances with documentation appropriate to your situation as described in the following sections.

A copy of your (and your spouse’s, if married) 2022 and 2023 IRS Tax Return Transcripts, or signed tax returns.

- NOTE: You may visit [www.irs.gov](http://www.irs.gov) or call 1-800-908-9946 to request a federal tax return transcript.

A copy of your (and your spouse’s, if married) 2022 and 2023 W-2 form(s).

**In addition, submit documentation appropriate to your situation**

- Involuntary loss or significant reduction of income and/or benefits
  - Termination/Severance Letter, Final Earnings Statement from previous employer, unemployment documentation – letter must state the maximum benefits available – MBA, if applicable
- Change of Marital Status
  - Recently married, separated, or divorced provide copy of original Marriage Certificate and/or provide copy of legal separation/divorce agreement (court ordered or letter from attorney). Proof of separate addresses (i.e. utility bills) and/or signed copy of lease agreement for parent no longer living at address on file
- Death of Parent or Spouse
  - Provide copy of death certificate
- One-time income received in 2022/2023 that you will not receive in 2024
  - Examples would include: severance pay, alimony, child support, etc..
- Significant and/or recurring medical, dental, or elder care expenses not covered by insurance for family members in your household
  - Expenses that were not reported on Schedule A of your 2023 Federal Income Tax Return. Copy of billing statements from the medical, dental, or elder care provider(s), and proof of payment for expenses paid out of pocket in 2023. Documentation of continuing 2022 expenses not covered by insurance
- Other - Any special circumstances not mentioned above

*Depending on the circumstance, additional documentation is needed to support your situation. In order for the Office of Financial Aid & Scholarships to approve a request for special consideration, documentation must be thorough and complete. It is the student’s responsibility to provide all needed documentation to support their special circumstance.*

We (I) certify, by signing below, that all of the information reported on this application is true and complete to the best of our knowledge. If asked by a financial aid administrator, **we (I) agree to provide proof of the information we have reported**, including but not limited to signed copies of federal tax returns, W-2 forms, and schedules. We (I) also understand that failure to provide any documentation requested will result in denial of this application.

<b>Certification</b>	
You must sign this form certifying that the information you provided is true. Misrepresentation of facts in connection with this form may be sufficient cause, in and of itself, for cancellation or repayment of financial aid, whenever discovered.	
Student Signature	Date
Spouse’s Signature (if married)	Date