

Financial Aid Special Circumstance Request

This form is used to update a student's Free Application for Federal Student Aid (FAFSA) responses as financial information has changed. If discrepancies are found, the FAFSA information may need to be updated. Upload your completed form online at www.alextech.edu/financialaidupload.

Name _____

ID _____

Parent Information

Name _____

Phone _____

Email _____

Step 1: Attach a TYPED letter explaining your situation in detail.

Step 2: Check the box(es) that BEST describes your special circumstance and situation.

(Be sure to indicate whether it is the student or parent who has the change in income.)

- ☐ **Lay Off** (circle one: student / parent)
- Letter from the employer with the effective date and any severance benefits
 - Statement from the Unemployment outlining your benefits
 - Final pay stub from the laid off position
 - Most recent pay stub of all other current positions (for both parents / for both student and spouse)
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- ☐ **Wage Reduction/ Loss of Unemployment** (circle one: student / parent)
- Letter from the employer indicating the reduction of hours per week and effective date
 - Pay stub reflecting the wage reduction for student **AND** parent/spouse
 - Statement from the Unemployment Office outlining the change in benefits and status
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- ☐ **Retirement** (circle one: student / parent)
- Letter from employer documenting retirement date **and** benefits received
 - Final pay stub for retiree and projected retirement income
 - Last pay stub from parent/spouse who is still working
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- ☐ **Death of Parent / Spouse** (circle one)
- Death certificate or obituary from newspaper
 - 2023 W2 forms from the other parent
 - Life insurance or benefits received
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- ☐ **Divorce or separation:** Date _____
- Copy of the Divorce Decree

Form continues on next page.

- ☐ **Unusual major medical or dental expenses not covered by insurance** (Anything over 10% of your total income)
- Receipts showing the expenses itemizing medical or dental deductions or summary information from your insurance company showing payments made by you in the past year
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- ☐ **2024 tax return shows significant loss of income as compared to 2023**
- 2023 tax return transcript
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- ☐ **Other: (Please list)** _____
- Documentation **must** be provided
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- ☐ **Budget Adjustment**
- Proof of travel or other personal expenses such as mileage travel to college, receipts, etc.
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Student/Parent/Spouse Projected 2025 Income

Please include the total amounts that you and your parents/spouse have received/earned and expect to receive/earn in 2025. (FULL YEAR TOTALS)

	Student	Parents/Spouse
Taxable Wages	\$ _____	\$ _____
Unemployment Compensation	\$ _____	\$ _____
Severance Pay	\$ _____	\$ _____
Disability Income	\$ _____	\$ _____
Interest and Dividend Income	\$ _____	\$ _____
Rental/Business/Capitol Losses/Gains	\$ _____	\$ _____
Food/Housing/Living allowance	\$ _____	\$ _____
Workers Compensation	\$ _____	\$ _____
Other Income (list source)	\$ _____	\$ _____

***** The review of your appeal will be delayed if ALL documentation has not been provided*****

By signing this form, I certify all the information reported on this form and the enclosed documentation is complete and accurate. I understand that providing false or misleading information may result in a \$20,000 fine, a prison sentence, or both, according to the Higher Education Act of 1965, as amended, Section 490(a). Any false or misleading information is subject to cancellation of all Federal financial assistance.

Student Signature _____ Date _____

Parent Signature _____ Date _____

This document is available in alternative formats to individuals with disabilities by contacting ATCC Support Services by emailing supportservices@alextech.edu or by calling 320.762.4673. Alexandria Technical & Community College is an equal opportunity employer and educator and member of the Minnesota State Colleges and Universities system.