

Morningside College
Office of Student Financial Planning
Special Circumstances (Professional Judgement)
2020-2021

Lewis Hall, Room 203
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Student Information

Name (First, Middle Initial, & Last)	Morningside ID#	Email
Permanent Address		Mobile Phone Number
City, State, Zip		Home Phone Number

Please review the following information. If you have a special circumstance that fits one or more of these items, please submit an explanation to our office in writing. The explanation can be submitted to our office by mail, fax, or email (see above).

If we have received your 2020-2021 FAFSA information, we will evaluate your explanation of special circumstances, your documentation, along with your FAFSA information. We will notify you if additional documentation is needed. Our ability to provide additional assistance will be determined by when you inform us of your special circumstances, how much this change impacts your financial need, and whether funds are available at the time you provide the information. There is no guarantee that an appeal will result in an adjustment to your financial aid.

Situations that may be considered for Special Circumstances:

- Family experiencing a 25% reduction in income:
 - in 2020 due to COVID-19
 - from 2018 to 2019 because of unemployment or reduced wagesExplain the change(s) in income and the dates the change(s) occurred. Please include other pertinent documentation. Examples include: letter from employer documenting termination, unemployment compensation, severance documentation, current check stub(s) for all family members, etc.
- Family paid out-of-pocket medical expenses and/or Health Insurance Premiums in 2018 and/or 2019. Explain the medical situation and provide proof of out of pocket expenses.
- Family maintains two households (generally temporarily) because of employment changes (include a copy of lease and/or mortgage payment with your letter of explanation).
- Family loss of untaxed income (child support, worker's compensation, unemployment compensation, retirement benefits, etc.) in 2018 and/or 2019. Include documentation from provider indicating reduction, effective date(s), and pertinent amount(s).
- Parent and/or Student Divorce or Separation. If a divorce or separation occurred after the 2020-2021 FAFSA was filed and the original marital status was reported as married on the FAFSA. Provide the date of the separation/divorce and provide the residing address for both parents (or student and/or spouse if independent).
- Death of a Parent/Spouse. Please provide the date of death.

All requests for Special Circumstances must be accompanied with the following documentation:

- W-2s from 2018 & 2019 (if applicable) for:
 - Student (and if applicable spouse)
 - Parents listed on the FAFSA of dependent students
- Signed 1040 Federal Tax Return with Schedules A, 1, 2, & 3 for 2018 & 2019 (if applicable) for:
 - Student (and if applicable spouse)
 - Parents listed on the FAFSA of dependent students
- Verification Worksheet (request form from the Office of Student Financial Planning)