



College of Menominee Nation realizes that students and their families may experience unusual circumstances during the academic year 17-18, which may not be reflected on the FAFSA.

- Federal Financial Aid regulations state that the Institution’s decision to perform an Unusual Circumstance on a students and/or parents income must be made on a case by case basis, justified by an individual student’s unusual circumstances, and must be documented in the students file.
- Students requesting an Unusual Circumstance will be expected to provide **ALL** required documentation. Additional documentation supporting your particular situation may be requested.
- You must complete this form and attach **ALL** applicable documentation to be considered for an Unusual Circumstance

**Submit completed form to the Financial Aid Office and allow at least 1 week for processing time. You will be notified of the decision by mail.**

Student Name:  SSN:  -  -

Phone:  -  -

**1. Reason For Income Reduction (check those that apply):**

REASON FOR CHANGE IN INCOME	DATE	RELATIONSHIP TO STUDENT
<input type="checkbox"/> Loss/Change In Employment Status Of Parent Or Student		
<input type="checkbox"/> Divorce/Separation/Death Of Parent Or Spouse		
<input type="checkbox"/> Loss Of Untaxed Income Of Parent Or Student (Social Security, Disability, TANF, Public Assistance, and Child Support)		
<input type="checkbox"/> Unusual Medical Expenses Not Covered By Insurance		

Unusual Circumstance will not be processed until **all** required documents are submitted

**2. Required Documentation For Unusual Circumstance:**

**Loss/Change in Employment Status of Parent and/or Student**

- Letter of explanation
- Letters from prior employer(s), stating termination dates and 2018 earnings to date (signed and dated)
- Letters from current employer(s), stating expected earnings for 2018 (signed and dated)
- Copy of last pay stub for **each** job held during 2018
- Copy of signed 2016 Tax Return Transcript and if applicable 2016 Account Transcript and W2 form(s) and 1099(s) of student and/or parent(s)
- Complete expected income worksheet (Below)
- Other: \_\_\_\_\_

**Divorce/Separation/Death of Parent or Spouse**

- Letter of explanation
- Divorce-Copy of divorce decree
- Separation-Copy of the legal separation document or a signed statement from attorney showing date of separation or a notarized statement from an unrelated third party
- Copy of signed 2016 Tax Return Transcript and if applicable 2016 Account Transcript and W2 form(s) and 1099(s) of the student and/or parent(s)

**Loss of Untaxed Income of Parent or Student (Social Security, Disability, SNAP, TANF, Public Assistance, and Child Support)**

- Letter of explanation (signed and dated)
- Copy of a letter from the agency that provided the benefits, detailing termination of benefits and copies of summaries of benefits

**Unusual Medical Expenses Not Covered By Insurance**

- Letter of explanation (signed and dated)
- A copy of Schedule A of the 2016 Federal Income Tax Return or canceled checks or receipts showing amount paid, with statement(s) from insurance company showing expenses were not reimbursed.

**3. 2018 Expected Gross Income Worksheet**

Income	Student or Spouse	Parents or Stepparents
<b>Income From January 1, 2018 to Today</b>		
Wage Salaries		
Other Taxable Income		
Child Support		
Other Untaxed Income		
Unemployment Benefits		
<b>Anticipated Income From Today to December 31, 2018</b>		
Wages, Salaries		
Other Taxable Income		
Child Support		
Other Untaxed Income		
Unemployment Benefits		
<b>Total Expected 2018 Gross Income</b>		

I certify that all the information reported on this request for Unusual Circumstance is true and complete to the best of my knowledge. I also give authorization to College of Menominee Nation to make any necessary changes to my Federal Student Aid Report.

Student Signature  Date

Parent Signature  Date