



Special Circumstances Request Form for 2025-2026

Student Name: _____

Star or Student ID #: _____

Special circumstances are situations beyond a student's or family's control that impacts the information reported on the FAFSA. Students and families have the option to file a Special Circumstances Request when their financial situation has significantly changed and 2023 tax information as reported on the 2025-2026 (FAFSA) does not accurately reflect the current financial situation.

The information provided on your original application may not be adjusted if your income reduction is not significant, is inconsistent, or seems inadequate to support your family size as estimated. Expenses for consumer goods and lifestyle choices may not be supported with additional financial aid resources.

Please allow at least two weeks for evaluation once all documentation has been received by the Financial Aid Office.

Required Documentation

- ☐ A completed 2025-2026 Free Application for Federal Student Aid
- ☐ A personal statement explaining your extenuating circumstances
- ☐ A signed copy of the student's and parents' (and spouses, if married) 2023 and 2024 Federal Tax Returns (with all schedules)
- ☐ Copies of 2023 and 2024 W-2's

Special Conditions Request

(Check all that apply and include additional documents as specified for each condition)

- ☐ Involuntary loss of employment or pay reduction
 - ☐ Termination or separation letter
 - ☐ Year-to-date earnings statement
 - ☐ Unemployment documentation
- ☐ Significant medical or dental expenses not covered by insurance for those in the FAFSA family size
(NOTE: Expenses incurred but not paid do not qualify for consideration)
 - ☐ Proof of payment to medical or dental provider(s)
- ☐ One-time income received in 2023 that will not be received in 2024 and/or 2025
 - ☐ Copies of bills which were paid using this income
 - ☐ Copy of IRS 1099 form
- ☐ Death of parent or spouse after the FAFSA was filed
 - ☐ Copy of death certificate or obituary
- ☐ Divorce or separation after the FAFSA was filed

- ☐ Copy of legal separation/divorce decree (court issued or letter from attorney)
- ☐ Proof of separate addresses (i.e., utility bills, lease)

☐ Budget adjustment

☐ The standard budget reflects average costs for tuition and fees, books and course materials, supplies and equipment, living expenses, and personal costs. Only extraordinary expenses that occur during the academic year and significantly exceed the standard budget may be considered, and receipts or invoices are required. Examples include a required computer purchase, the cost of a first professional credential, or unusually high books or course materials expenses.

☐ Other

☐ Any circumstance not listed above

**** If you are submitting after Fall Semester 2025, attach a copy of 2025 Federal Income Tax Return and W-2's.****

2025 Projected Income

	Student	Spouse	Parent 1	Parent 2
Wages/Salary (Attach Year-to-date Earnings)				
Military/Clergy Housing Allowances				
Child Support Received				
Worker's Compensation				
Unemployment Compensation (Attach Benefit Statement)				
Cash Paid on your Behalf				

Parent Contact Information

If you provided parent information within your FAFSA then parent information must be provided with submission of this form.

Email Address: _____ Cell Number: _____

Certification and Signatures:

If you purposely give false or misleading information on this form, you may be subject to a \$20,000 fine, a prison sentence, or both. I/We certify that the information provided is complete and accurate to the best of our knowledge.

Student's Signature: _____ Date: _____
 Parent's Signature: _____ Date: _____

****Forms submitted without the requested documentation or signatures will not be processed****

Return this completed and signed form to:

Mail to — Financial Aid Office: 1920 Lee Boulevard North Mankato, MN 56003

Securely submit form and required documents using — [Document Uploader](#)

Fax: 507-389-7419

Email: Finaid@southcentral.edu