

2023-2024 Special Circumstances Form

If you have **extreme extenuating circumstances** that warrant the reconsideration of the student's need and financial aid package, please indicate the circumstance that applies and attach the requested documentation. Special circumstances may be taken into consideration when evaluating your 2023-2024 Financial Aid.

Because these circumstances require an in-depth, individualized review by a member of the Crown College Financial Aid Team, the review process can take several weeks to complete.

What is a Special Circumstance?	What is not a Special Circumstance?
A Special Circumstance is an	Costs associated with <u>lifestyle choices</u> , <u>consumer indebtedness</u> (house
unusual financial situation that may	payments, car expenses, living without roommates, credit card debt, etc.)
not be accurately captured by your	or bankruptcy cannot be covered by need-based financial aid and cannot
2023-2024 FAFSA.	be used to review eligibility for financial aid.

Student Information

Last Name	First Name	M.I.	Student ID #
Address (include apt. no.)			Date of Birth
City	State	Zip	Phone Number to call if there are questions

Special Circumstances

What is your Special Circumstance? Check all that apply and **complete sections 2, 3 and the corresponding section in number 4.** (Additional information will be requested)

Check all that apply	Special Circumstance	Section to complete
	Unemployment or change in employment	A
	Extreme Medical Expenses that have been paid	В
	Elementary and/or Secondary Tuition Expenses	С
	One-time (non-recurring) Income in 2021	D
	Divorce or Separation, Death of a parent/spouse	E
	Rollover (Untaxed Pension or Untaxed IRA Distribution)	F
	Other Special Circumstance	G

This form will be reviewed within 2 weeks of receipt. An email response will be sent after our review of this form. Our response may include: The outcome of the review or a request for more information. If more information is required, you will receive another response from our office indicating the outcome of our review within 3 weeks of receipt of the additional documentation.

NOTE: If your FAFSA is selected for verification, the verification process must be completed before the Special Circumstances Form can be evaluated. This form will be reviewed within 2 weeks of completion of the verification process.

2. Signature(s)

By signing this worksheet, I (we) certify that all the information reported to qualify for student aid is complete and correct. Upon request, I (we) will provide additional documentation to substantiate the information provided. I (we) understand that this process takes several weeks to be completed.			
Printed Student Name (required)	Signature (required)	Date	
Printed Parent/Spouse Name (if applicable)	Signature (required, if applicable)	Date	
3. Detailed statement explaining your circles Please write your detailed statement below or attack			

4. Documentation Required

A. Unemployment or change in employment

Name of Person with Status Change:	Relationship to Student:
Type of Employment Change:	Effective Date:

Employment changes that have already occurred are subject to review. Employment changes that have not yet occurred will not be reviewed.

Required Supporting Documents

- Signed copy of 2021 federal income tax return for the person with the status change and copies of all 2021 W-2's.
- Any available documents of terms of layoff, retirement, or other termination of employment.
- Any documents for new employment such as start date and pay rate or most recent pay stub.
- Final paystub
- Complete chart below. If you are required to include parent information on your 2023-2024 FAFSA, indicate which
 parent you are listing in each column.

Name of Parent 1	Name of Parent 2

2023 Income	Student or Parent 1 (choose one)	Spouse or Parent 2 (choose one)
Wages earned so far in 2023 *attach final pay stub from each job		
Wages expected for remainder of 2023 *attach most recent pay stub for new job, if available		
Other Taxable Income (Capital gains, pensions, annuities, business/farm income, severance, etc.)		
Housing Allowance, VA Assistance		
Unemployment Compensation or Disability *attach statement if available (do not report SS benefits)		
Other Untaxed Income (IRA, 401K, pension contributions, etc.)		
Child Support *anticipated annual amount		
Total Anticipated Income for 2023		

B. Extreme Medical Expenses tha Medical, dental, optical expenses, etc., not income. We review expenses for one calen	covered	by insurance and have	•		•
☐ 2021 ☐ 2022 Required Supporting Documents		2023			
 Signed copy of 2021 federal income Copies of receipts or statements do 			•	•	•
List members in your household and the an Include expenses that are paid out-of-paid Do Not Include expenses that have not Health Savings Account (HSA) or flexible	oocket w been pa	rith post-tax dollars. <u>aid</u> , have been <u>paid by ir</u>	·		•
Full Name of Family Member	Age	Relationship to Student	Amount of Medical Exp	nenses	Amount of Dental Expenses
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C. Elementary and/or Secondary List the members in your household (those you will provide for their education expensions page if necessary. Include copies of official tuition discounting the school will provide (Full Name of Family Member	included es durin I tuition	d in the family size on you g the 2023-2024 school statements for each stu to indicate the date the	ur FAFSA) and t year. Attach an ident listed, inc	he amo additio cluding a	unt nal
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E. Separation or Divorce, Death of a parent/spouse

Provide documentation (Current tax return and W-2 forms, billing statements with separate addresses, divorce papers, obituary or death certificate)

If you are a Dependent student, your statement should specify which parent you lived with more during the past 12 months. If you did not live with one parent more than the other, specify which parent provided the most financial support during the past 12 months.

Effective Date of separation, divorce or death:	Name of Parent the student lived with more or provided the most financial support for the student:
Name of Deceased:	Relationship to Student:
F. Rollover (Untaxed Pension or Untaxed IRA Distri	ibution)
Provide a signed copy of 2021 Income Tax Return.	
Dollar Amount of Rollover	
G. Other Special Circumstance Please write your detailed statement below or attach y able.	your written statement. Attached supporting documentation if

Return this completed form with documentation to the Financial Aid Office at Crown College.

Crown College, Financial Aid Office 8700 College View Drive, St. Bonifacius, MN 55375 Phone: 952-446-4177 • Fax: 952-446-4178 • E-mail: finaid@crown.edu