

Petition for Consideration Of Special Circumstances

(Do not submit this Petition without the required documentation attached.)

Return to: Financial Aid and Scholarship Office
Normandale Community College
9700 France Avenue South
Bloomington, MN 55431
Fax: 952-358-9005

Print Your Name: _____ Tech/Star ID: _____
Last Name First Name

I am petitioning the Financial Aid Office for consideration of the following:

Use of Expected Year Income: (Petitions for this reason will not be accepted until January 2022 as you must have all W-2's for 2021 and preferably filed your 2021 Federal income tax return before submitting this petition.) We can analyze your situation and possibly adjust your aid faster if you submit clear and detailed explanations and reasonable documentation.

- a. Complete the attached 2021 Income Worksheet, and attach your 2021 W-2's OR signed 2021 Federal income tax return and any other income documentation that supports the figures you have reported.
b. Attach your 2020 Federal income tax return.
c. Attach a written statement from you (spouse/parents if applicable) addressing the following:
1. Detailed explanation as to the reason for the decrease in income (i.e. termination, disabled, schedule change, etc.)
2. Dates last employed.
3. Why you feel this petition should be considered.

Change of Marital Status for Dependent Students: Dependent students who are married after the FAFSA has been filed can petition for Independent Status if they can demonstrate that the change impacts the student's ability to pay for school. You must update your marital status on the FAFSA before this petition can be considered.

- a. Provide income documentation for 2021 for yourself and your spouse (W-2's, Federal income tax return transcript, most recent paystub).
b. Attach 2020 Federal income tax return transcripts for yourself and your spouse.
c. Attach a written statement addressing why the impact on your ability to pay and why you feel this petition should be considered.

Adjustment to Standard Cost of Attendance: You may request an adjustment to the standard cost of attendance based on unusual or excessive expenses. Adjustments to the standard budget are granted based on documented unusual expenses and will normally result in increased self-help (loans/work-study), not increased grant aid. Examples of this kind of adjustment would be cost of tools/uniforms/laptop computer required for the Dental Hygiene program; excessive medical expenses paid; expenses related to a handicap/disability. In order for an adjustment to be considered, you must provide the following:

- a. Detailed explanation of the nature of the request, what the unusual expenses are, when and why they occurred.
b. Documentation of the unusual expenses. This can include cancelled checks, paid receipts, information from the instructor as to the detailed costs of tools, etc.

Inclusion of a Parent in the Number of Household Members in College: Federal law does not allow the inclusion of a parent in the number of household members in college except by professional judgement. In order to include your parent in the number in college, you must provide the following:

- a. Current registration document from the college the parent is attending (they must be attending at least half time).
b. Statement from the parent indicating their current degree/certificate objective and major.
c. Letter from the parent's employer stating they will not receive reimbursement from the company.

Other: You must provide a statement and supporting documentation for consideration of this Petition. Your statement must clearly identify your special circumstance and what you are requesting. Your documentation must support your request.

Student's Signature _____ Date _____

OFFICE USE ONLY

This petition has been approved. _____

This petition has been denied for the following reason: _____

FA Counselor's Signature _____ Date _____

