2025-2026 Checklist for Unusual Circumstances Review

Unusual Circumstances refer to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation. If you are in a unique situation, please complete all steps below.

Name: _____ MU ID#_____

Examples of Unusual Circumstances Considered

- Refugee or asylee status
- Parental abandonment or incarceration
- Abusive family environment
- Parents are incapacitated
- Both parents became deceased after filing the FAFSA
- Unaccompanied youth who is homeless or is self-supporting and at risk of being homeless

Examples of Unusual Circumstances NOT Considered

- Parents do not claim you as a dependent on their tax return
- Parents are not helping you pay for college
- No longer living with parents (unless due to one of the unusual circumstances listed in the section above)
- Parents unwilling to provide information on the FAFSA or for FAFSA verification
- Student demonstrates total self-sufficiency

Step 1: Create a letter that explains your family situation. You must include the following information:

- The whereabouts of your biological father and his current living arrangements.
- Last contact you had with your biological father and the frequency of contact with him in the last 5 years.
- The whereabouts of your biological mother and her current living arrangements.
- Last contact you had with your biological mother and the frequency of contact with her in the last 5 years.
- Why you cannot provide parental information on your FAFSA form.
- Any relative or other adult whom you live with.
- How you have sustained yourself without parental support.
- What other family members are aware of your family situation?
- Include your name, MU ID number and signature.
- **PLEASE SIGN AND DATE the letter**.

Step 2: Attach 2 letters from someone who is familiar with your family situation (e.g. older relative, counselor, health care provider, community intervention, police, clergy)

- **LETTER MUST INCLUDE SIGNATURE AND DATE OF PROVIDER**

Step 3: Attach any documentation that supports your family situation (Court documents)

Step 4: Return all materials to the Financial Aid Office at Misericordia University. Once the materials have been received and reviewed by the Financial Aid Team, you will be notified of the decision.

Mailing address: Misericordia University Student Financial Services, 301 Lake Street Dallas, PA 18612
or
Fax: 570-674-3063