2025-2026 Special Circumstances

College of Menominee Nation realizes that students and their families may experience special circumstances during the academic year 25-26, which may not be reflected on the FAFSA.

- Federal Financial Aid regulations state that the Institution's decision to perform Special Circumstance on a students and/or parents income must be made on a case by case basis, justified by an individual student's special circumstances, and must be documented in the students file.
- Students requesting a Special 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 a special Circumstance

Submit completed form to the Financial Aid Office and allow at least 1 to 2 weeks for processing time. You will be notified of the decision by CMN email.

Student Name: _____ **SSN:** ___ – ___ – ____

Phone: ___ – ___ – ____

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

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

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

2. Required Documentation For Special Circumstance:

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

- Letter of explanation
- Letters from prior employer(s), stating termination dates and 2025 earnings to date (signed and dated)
- Letters from current employer(s), stating expected earnings for 2025 (signed and dated)
- Copy of last pay stub for **each** job held during 2025
- Copy of signed 2023 Tax Return Transcript and if applicable 2023 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 2023 Tax Return Transcript and if applicable 2023 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 2023 Federal Income Tax Return or canceled checks or receipts showing amount paid, with statement(s) from insurance company showing expenses were not reimbursed.

3. Expected Gross Income Worksheet

Income	Student or Spouse	Parents or Stepparents
Income From January 1, 2025 to Today		
Wage Salaries		
Other Taxable Income		
Child Support		
Other Untaxed Income		
Unemployment Benefits		
Anticipated Income From Today to December 31, 2025		
Wages, Salaries		
Other Taxable Income		
Child Support		
Other Untaxed Income		
Unemployment Benefits		
Total Expected Gross Income		

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

Student Signature _____ Date _____

Parent Signature _____ Date _____