

## 2019-2020 Special Circumstances

Student's Name: \_\_\_\_\_ CSB/SJU ID (returning students only): \_\_\_\_\_

Parent's Name(s): \_\_\_\_\_

Parent email address: \_\_\_\_\_

Parent daytime phone number: \_\_\_\_\_

**STEP 1: DOCUMENTATION** – Please submit the following documentation, regardless of your reason for filing this request. Failure to submit required documentation will delay processing. If you have already submitted these forms to our office, they do not have to be submitted again.

- 2017 Signed Parent Federal Tax Return or Tax Return Transcript**
- Letter or email explaining special circumstances**
- 2019-20 CSB/SJU Financial Aid Application (if not previously submitted)**

**STEP 2: REASON FOR FILING** - Check the box for circumstance(s) that apply to you and **submit the additional documentation as indicated for that circumstance.** Be sure to review the second page.

**Loss of Employment/Reduced Wages**

Parent wages in 2018 are/were at least 10% less than in 2017 due to loss of job (after a minimum of 6 weeks), change in employment, reduction in hours, or pay.

Most recent check stub(s) from previous/current employer for parents listed on the FAFSA

Parents' 2018 earnings:

Father: \$ \_\_\_\_\_

Mother: \$ \_\_\_\_\_

Parents' estimated 2019 earnings:

Father: \$ \_\_\_\_\_

Mother: \$ \_\_\_\_\_

Letter from previous employer stating last date of employment

Benefit or denial letter from unemployment

Severance information, if applicable

Individuals with self-employment, or other non-W2 income from the tax return, need to document their financial changes in the special circumstance letter.

**Marital Separation/Divorce**

Parents must live in separate residences.

Documentation of separation, divorce, or verification of separate residences

Documentation of child support, family support, or maintenance support. Include support that is received or anticipated.

**Private Elementary/Secondary School Tuition**

Submit tuition statement OR letter from the school indicating tuition charges minus financial aid and/or discounts for child(ren) at that school.

**High Medical/Dental Expenses**

Eligible expenses are limited to medical and dental expenses not reimbursed through insurance or employer-sponsored cafeteria plans (HRA, HSA, health care flexible spending account, etc.). As a general rule, these expenses would need to exceed \$3,500 before they would have the potential to impact a financial aid award.

If medical expenses were incurred in 2017, submit copy of Schedule A, along with pages 1 and 2 from 2017 federal tax return.

If medical expenses were incurred in 2018, submit copy of Schedule A, along with pages 1 and 2 from 2018 federal tax return.

If expenses were not claimed on Schedule A, submit a listing of eligible expenses you paid out-of-pocket in 2017 or 2018.

**One-Time Income**

Provide documentation (if available), or an explanation and dollar amount, of any one-time income received and what was done with that income.

**Other Unusual Expenses**

Provide explanation and documentation of expense(s).

*Examples of eligible expenses:* Dependent care, elderly care, funeral expenses, legal expenses, etc. **Consumer debt is not eligible for consideration under special circumstances.**

**Education Loan Payments**

Provide bills showing the monthly loan payment due on loans held by either parent for his/her own educational expenses.

**Note: All appeals for the 2019-2020 academic year must be submitted by April 1, 2020.**

**STEP 3: CERTIFICATION** - By signing below, you certify that the information provided on the CSB/SJU Special Circumstance Form is complete and correct. In accordance with federal regulations, if you purposely give false or misleading information on the FAFSA or the CSB/SJU Aid Application, you may be fined, sentenced to jail or both.

---

**Parent Signature**

**Date**

**Return this form to:**

**CSB**

E-mail: [csbfinaid@csbsju.edu](mailto:csbfinaid@csbsju.edu)

College of Saint Benedict  
Financial Aid Office  
37 S. College Avenue  
St. Joseph, MN 56374-2099  
(320) 363-5388  
Fax: (320) 363-6090

**SJU**

E-mail: [sdirkes@csbsju.edu](mailto:sdirkes@csbsju.edu)

Saint John's University  
Financial Aid Office  
2850 Abbey Plaza  
Collegeville, MN 56321  
(320) 363-3664  
Fax: (320) 363-3102