

**Return this form to:**  
**Mail:** One-Stop Student Services  
 2901 University Ave Stop 7155  
 Memorial Union Room 302  
 Grand Forks, ND 58202-7155  
**Electronic:** [UND Secure File Drop](#)  
**Fax:** 701.777.6931

## 2023-24 Special Circumstance Request – Dependent

**Student Name (Please Print):** \_\_\_\_\_  
Last First M Former

**Student ID:** \_\_\_\_\_

**Deadlines:**  
**October 1, 2023** – Students enrolled for Fall/Spring semester  
**March 1, 2024** – Student only enrolled for Spring semester  
**June 1, 2024** – Students enrolled for Summer semester

**Please be aware that submitting an appeal does not guarantee an adjustment will be made.**

Special consideration may be available if your family’s current financial situation is not accurately reflected by the 2021 tax information reported on your FAFSA. You must submit a signed detailed letter explaining the situation and required documentation as outlined below. All documents must be completed and received before the Special Circumstance Committee will review the file. **Please use black or blue ink.**

- Checklist for ALL appeals:**
- Parent(s) 2022 Federal Tax Return (signed) and Schedules 1-3 (if applicable)
  - Copies of parent(s) 2022 W2’s
  - Signed letter detailing circumstance
  - Parent(s) most recent paystub(s)

**Section A: Criteria for Consideration** *Check all circumstances you would like to be considered and submit required documentation. Documentation listed below is not an inclusive list. Additional information may be requested on a case by case basis.*

<input type="checkbox"/> <b>Death of parent</b> Name of Deceased: _____ Date of death: ____/____/____ <ul style="list-style-type: none"> <li>• Copy of Death Certificate or Obituary</li> <li>• Copy of parent(s) 2021 Federal Tax Return (signed) and Schedules 1-3 (if applicable)</li> <li>• Copy of parent(s) 2021 W2’s</li> </ul>
<input type="checkbox"/> <b>Parent’s divorce/separation</b> Date of Divorce/separation: ____/____/____ Name of parent who will provide more than half of your financial support: _____ Number in named parent’s household: _____ Number in college: _____ <ul style="list-style-type: none"> <li>• Copy of Divorce Decree or letter from attorney</li> <li>• Copy of parent(s) 2021 Federal Tax Return (signed) and Schedules 1-3 (if applicable)</li> <li>• Copy of parent(s) 2021 W2’s</li> </ul>
<input type="checkbox"/> <b>Permanent or Total disability of parent</b> Relationship: _____ Date: ____/____/____ <ul style="list-style-type: none"> <li>• Copy of statement of disability from physician or determining agency</li> </ul>
<input type="checkbox"/> <b>Parent has retired; unemployed for at least 8 weeks, or has a change in employment resulting in an income reduction</b> Relationship: _____ Date: ____/____/____ <ul style="list-style-type: none"> <li>• Unemployment Documentation (if applicable)</li> <li>• Documentation of situation</li> </ul>
<input type="checkbox"/> <b>Untaxed income has ceased or been reduced</b> Type of Income: _____ Date: ____/____/____ <ul style="list-style-type: none"> <li>• Documentation of ceasing or reduction</li> </ul>

## Section B: Income

Complete the Gross Taxed Income and the Untaxed Income sections below for your family's expected income **prior to exemptions, adjustments, or deductions**. Include all estimated income from January 1, 2023 to December 31, 2023.

Please include estimates for the full year. If none, enter zero.

### Total 2023 Gross Taxed Income

1. Wages, salaries, tips, severance pay
2. Pensions and annuities
3. Alimony
4. Unemployment Compensation
5. Other taxed income (specify) \_\_\_\_\_

### Parent 1 Income

### Parent 2 Income

\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
<b>\$ _____</b>	<b>\$ _____</b>

### **Total 2023 Gross Taxed Income**

### Total 2023 Untaxed Income

1. **Payments to tax-deferred pension & retirement savings plans**
  - Paid directly or withheld from earnings
  - W-2 box 12a codes D, E, F, G, H and S. Do not include DD
2. **IRA Deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans**
  - 1040 Schedule 1, total of lines 16 + 20
3. **Child support received for all children**
  - **Don't include** foster care or adoption payments
4. **Untaxed portion of IRA distributions and pensions**
  - 1040 lines 4a + 5a minus 4b + 5b. **Exclude rollovers.**
5. **Housing, food, and other living allowances paid to members of the military, clergy, and others**
  - **Don't include** the value of on-base housing or basic military allowance for housing
6. **Other untaxed income**
  - workers' compensation, disability benefits, untaxed foreign income, untaxed portions of health savings accounts (1040 schedule 1, line 13)
  - **Don't include** untaxed Social Security benefits, Supplemental Security Income (SSI), combat pay

\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
<b>\$ _____</b>	<b>\$ _____</b>

### **Total 2023 Untaxed Income**

1. Child support paid during 2023
  - do not include support for children in your household

\$ _____	\$ _____
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## Section C: Signature

**Warning: if you purposely give false or misleading information on this form to help establish eligibility for federal student aid, you may be subject to a \$20,000 fine, a prison sentence or both.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**Electronic signatures will not be accepted.**