The Special Conditions Review Form is used to report changes in circumstances that occur after filing the Free Application for Federal Student Aid (FAFSA) or to report circumstances that affect the family’s ability to contribute toward college costs. The WSU Student Financial Aid Office reviews information reported to determine whether changes can be made. Check the condition(s) that apply to your parents and complete the applicable questions on the back.

_____ A parent who had earnings from employment in 2011 has become unemployed in 2012.
Please provide a copy of the last paycheck stub, a list of any compensation or unemployment benefits and a letter of layoff or closure from employer. Beginning date of unemployment: ________________ Please summarize the circumstances below and report the 2011 year expected income on page 2.

_____ A parent who received a form of untaxed income or benefit in 2011 has lost that income or benefit in 2012.
Date of loss of income or benefit: ________________ Please summarize the circumstances below and report the 2012 year expected income on page 2.

_____ You have already applied for financial aid, and since that time your parents have gotten separated or divorced. Answer the questions about the parent you lived with most in the last 12 months. If you didn’t live with either parent, or you lived with each parent an equal number of days, answer the questions on page 2 about the parent who provided the greater amount of support to you. Also provide copies of your parents 2011 IRS tax transcript, W2’s, and a copy of the separation or divorce papers.
List the date of your parents’ separation or divorce: __________________

_____ You have already applied for financial aid and since that time a parent has died. Answer the questions on page 2 about the surviving parent. Please provide a list of life insurance policies and amounts that have been paid to date. If both parents have died, do not continue with this application but contact the WSU Student Financial Aid Office.

_____ Your family had unusually high medical and/or dental expenses in 2011 that were not paid by insurance. These expenses should not include amounts covered by insurance, company health plans, self-employed health deductions or insurance premiums. Provide documentation such as cancelled checks or paid receipts.
List the total amount of medical / dental expense paid in 2011: $________________

_____ Your family paid K-12 school tuition in 2011. List the tuition amount your parents paid for other family members in 2011. Don’t include tuition paid by scholarships or other expenses such as room, board, books or transportation. Provide documentation such as cancelled checks or paid receipts.
List the total amount of K-12 school tuition paid in 2011: $___________

_____ A parent is enrolled in a postsecondary school at least half-time to obtain a degree. Please provide a letter from the Registrar’s Office of your parent’s school, documenting that your parent is at least a half-time student seeking a degree.

_____ Please summarize other unusual circumstances, on a separate sheet of paper, that you believe may be applicable and provide documentation as appropriate.

Please summarize your special circumstances (use another sheet of paper if necessary):
If there is a change in parent income please fill out this section. Please provide supporting documentation.

| Parent’s 2012 estimated taxable income. This item should consist of the parents expected 2012 adjusted gross income. This should include, but not limited to, income earned from work, unemployment compensation, taxable retirement payments, and taxable social security payments. | Received to date | Still expected in 2012 | Total for 2012:
From 1/1/12-today | From today to 12/31/12 | From 1/1/12-12/31/12 |
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<tr>
<td>Father’s 2012 expected earnings from work:</td>
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<td>Mother’s 2012 expected earnings from work:</td>
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<td>Unemployment compensation</td>
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<td>Child Support received for all children:</td>
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<td>Parent’s 2012 expected untaxed income such as: Payments to tax-deferred pension/savings plan. Deductible IRA and/or Keogh payments. Untaxed portions of pensions. Worker’s Compensation. Other untaxed income and benefits. Do not include social security payments.</td>
<td>$</td>
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<td>Parent’s estimated payment of child support in 2012. On a separate sheet of paper provide a list of the name of the person who paid the child support, the name of the person to whom the child support was paid, the name of the child for whom the child support was paid, and the amount paid or will be paid.</td>
<td>$</td>
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<td>Parent’s estimated Education Tax Credit on the Federal Tax return in 2012.</td>
<td></td>
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Complete the following items if the special circumstance being reported creates a change in the items.

- The special circumstance changes your parent’s marital status to: _____Divorced _____Separated _____Widowed
- The parent whose information continues to be included on the FAFSA is: _____Mother _____Father
- The special circumstance has changed the number of children in the family who are in college to ___________.
- The parent whose information continues to be included on the FAFSA has changed state of residence to ________.

The name of the Financial Aid Counselor that I talked with about my special conditions review was ________________________________.

I certify that the information contained in this appeal, including any supporting documentation, is accurate and true to the extent of my knowledge and belief.

Student Signature   Date   Signature of Applicable Parent   Date

Please return form and supporting documentation to:  Winona State University
Financial Aid Office
PO Box 5838
Winona, MN 55987 or fax: (507) 457-5628