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 student’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 you and attach supporting materials.

**CHANGE IN INCOME**

**UNEMPLOYED** (If you were employed in 2014 and became unemployed in 2015.)
- Attach a written statement indicating the date and reason you became unemployed.
- Attach a copy of your 2014 IRS tax transcript unless you used the IRS data retrieval on your FAFSA.
- Attach a copy of your most recent paystub(s) from all employers.
- Attach a copy of unemployment benefits you will receive from your state job service office.
- Attach a copy of any severance pay that was or will be received.
- Complete the student income table on page 2.

**REDUCTION IN EARNINGS OR LOSS OF OTHER INCOME**
2015 income will be/is less than 2014 income listed on the FAFSA. This could include a reduction in earnings, loss of child support, loss of taxable social security benefits, etc. We do not consider changes in income due to one-time bonuses, withdrawals from retirement accounts, inheritance, or gambling winnings or losses.
- Attach a written statement outlining the amount of income that was lost or reduced, the date the change became effective and the reason for the loss of income
- Attach a copy of your 2014 IRS tax transcript unless you used the IRS data retrieval on your FAFSA.
- Complete the student income table on page 2.

**CHANGE IN HOUSEHOLD SIZE THAT OCCURRED AFTER FILING YOUR FAFSA**

**DIVORCE OR SEPARATION**
If you have already applied for financial aid, and since that time you and your spouse have gotten separated or divorced.
- Attach a copy of the divorce decree or proof of separation (court order, statement from attorney or clergy).
- Provide the names, ages, and the relationship of the family members that you will support through June 30, 2016.
- Attach a copy of your 2014 IRS tax transcript and 2014 W2’s.
- Complete the student income table on page 2.

**DEATH OF SPOUSE**
- Please provide a written statement indicating your spouse’s name and date of death.
- Attach a copy of your 2014 IRS tax transcript and 2014 W2’s.
- Complete the student income table on page 2.

**EDUCATIONAL EXPENSES**

**PRIVATE TUITION EXPENSES AT AN ELEMENTARY OR SECONDARY SCHOOL**
- Attach a copy of the 2014 tuition statement outlining costs and financial aid awarded, for each dependent child attending private elementary or secondary school (do not include expenses for the child who will be attending college in 2015-2016).
- If you are divorced or separated, and the non-custodial parent provides assistance toward the private tuition, provide a statement indicating the amount of assistance.
**UNUSUALLY HIGH MEDICAL AND DENTAL EXPENSES NOT REIMBURSED OR COVERED BY INSURANCE**

- Attach a signed statement itemizing out of pocket medical or dental expenses you paid in 2014. These expenses should not include amounts covered by insurance, company health plans, self-employed health deductions or insurance premiums.
- Attach documentation as provider statements, pharmacy statements, cancelled checks, or paid receipts.
- Attach a copy of your 2014 IRS tax transcript unless you used the IRS data retrieval on your FAFSA.

**OTHER UNUSUAL CIRCUMSTANCE**

- Attach a signed statement summarizing any other unusual circumstances that you want the Financial Aid Office to take into consideration. Please provide applicable documentation to support your unusual circumstance.

**STUDENT INCOME TABLE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Received to date From 1/1/15-today</th>
<th>Still expected in 2015 From today to 12/31/15</th>
<th>Total for 2015: From 1/1/15-12/31/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s 2015 estimated taxable income. This item should consist of the expected 2015 adjusted gross income. This should include, but not limited to, income earned from work, unemployment compensation, taxable retirement payments, and taxable social security payments.</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Student’s 2015 expected earnings from work:</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Spouse’s 2015 expected earnings from work:</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Unemployment compensation:</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Child Support received for all children:</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2015 expected untaxed income such as: Payments to tax-deferred pension/savings plan. Deductible IRA and/or Keogh payments. Untaxed portions of pensions. Worker’s Compensation. Other untaxed income and benefits. Do not include social security payments.</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Estimated payment of child support in 2015. 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>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Estimated Education Tax Credit on the Federal Tax return in 2015.</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Signature of Applicable Spouse</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Phone number: __________________________ Email: _______________________________________

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