



Office of Financial Aid
291 Campus Drive, Dickinson, ND 58601
(701) 483-2371 Office
(701) 483-2720 Fax

2009-2010 Unusual Circumstances Form

Student Name: _____ EMPL ID # _____

E-mail Address: _____

This form should be completed and returned to the Office of Financial Aid if you, your spouse, or a parent has incurred an unusual expense or unusual circumstance.

Who incurred the unusual expense or circumstance: Student ____ Spouse ____ Father ____ Mother ____

DOCUMENTATION

Supporting documentation that verifies your unusual expense or unusual circumstance must be attached. Forms submitted with incomplete documentation will not be processed.

Please check off your unusual circumstance from the list below. See the back of this form for the required documentation for each circumstance.

- Childcare or unusually high dependent expenses
Purchase of a personal computer, after July 1, up to \$2,500, one time only
Death of a family member
Loss of benefits (i e child support)
Roth IRA rollover
Elementary/Secondary school tuition expense
Medical expenses
Student or family member is a dislocated worker or displaced homemaker
A change in housing status that results in homelessness
Separation or divorce
Liquidation or foreclosure of assets
Unemployment of an independent student
Nursing home expenses not covered by insurance
Other

All the information provided by the undersigned is true and complete to the best of my/our knowledge. I/we further understand that purposely giving false or misleading information to obtain student financial aid may subject me/us to fines and other penalties.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

IMPORTANT: All attachments (letters of explanation, etc.) must be signed, dated and reflect the name and EMPL ID of the student. Your request will be evaluated at the earliest available date. Please allow a minimum of two to four weeks for processing this form.

Required Documentation

Unusual Circumstance	Documentation
Childcare Expense	Attach Financial Aid for Childcare Request form (available on our web site http://www.dickinsonstate.edu/pdf/finaid/ChildcareRequestform.pdf)
Student or family member is a dislocated worker or displaced homemaker	<ol style="list-style-type: none"> 1. Letter listing: <ol style="list-style-type: none"> a. Who lost employment or is a displaced homemaker 2. Copy of unemployment benefits 3. Copy of lay-off notice from a job
Computer Purchase	Copy of receipt for purchase of a computer (purchased between July 2009 and May 2010), up to \$2500; allowed one time only
Change in Housing Status	<ol style="list-style-type: none"> 1. Letter from one of the following: <ol style="list-style-type: none"> a. High school or school district homeless liaison who determined that you were an unaccompanied youth who was homeless b. Director of emergency shelter or transitional housing program who determined that you were an unaccompanied youth who was homeless c. Director of a runaway or homeless youth basic center or transitional living program who determined that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless
Death of a Family Member	<ol style="list-style-type: none"> 1. Letter listing: <ol style="list-style-type: none"> a. Relationship of deceased to the student 2. Copy of obituary 3. Copy of 2008 federal tax return and W2's
Separation or Divorce	<ol style="list-style-type: none"> 1. Letter listing: <ol style="list-style-type: none"> a. Revised household members 2. Copy of divorce decree or proof of separation 3. Copy of 2008 federal tax return and W2's
Loss of Benefits	<ol style="list-style-type: none"> 1. Letter listing: <ol style="list-style-type: none"> a. Whose benefit(s) was terminated b. Amount of benefit(s) received for last two years c. Reason for termination 2. Copy of document from provider stating termination 3. Copy of 2008 Federal tax return and W2's
Liquidation or Foreclosure	<ol style="list-style-type: none"> 1. Letter listing: <ol style="list-style-type: none"> a. Type of asset liquidated b. Gross sales proceeds c. List of where proceeds were applied 2. Copy of foreclosure notice 3. Copy of 2008 federal tax return
Roth IRA Rollover	<ol style="list-style-type: none"> 1. Copy of documents from investment agency verifying the rollover of pension or IRA to a Roth IRA 2. Copy of 2008 federal tax return
Unemployment of an independent student	<ol style="list-style-type: none"> 1. Letter listing <ol style="list-style-type: none"> a. Who lost employment b. Reason for loss of employment c. Income earned and untaxed income (Worker's Compensation, unemployment benefits, disability benefits, etc) to date of termination (per family member)) d. Projected income and untaxed income to the end of 2009 2. Copy of last pay stub from employer 3. Copy of 2008 federal tax return and W2's
Elementary/Secondary School Tuition	Letter listing: <ol style="list-style-type: none"> a. Person for whom tuition is being paid b. Copy of tuition contract
Nursing Home Expenses	<ol style="list-style-type: none"> 1. Letter listing: <ol style="list-style-type: none"> a. Who incurred the expense(s) 2. List of expenses incurred
Unusually high Medical Expenses for 2009	<ol style="list-style-type: none"> 1. Letter listing: <ol style="list-style-type: none"> a. Who incurred the expense(s) 2. Copy of medical bills not covered by insurance 3. Will you itemize your deductions? (NOTE. We recommend that you wait until after January 1, 2010 to submit this form)