



MINNEAPOLIS
COMMUNITY & TECHNICAL
COLLEGE™

2023-24 Request for Income Review

Minneapolis College is an equal opportunity educator and employer. This document is available in alternative formats to individuals with disabilities by calling Accessibility Resource Center at 612-659-6730 or by emailing accessibility@minneapolis.edu

This document is not a fillable form. To complete the form please print and follow the instructions for each section.

Important Appeal Information

- Requests may take up to 10 business days to review.
- Insufficient documentation and/or incomplete forms will be returned to you and will delay processing.
- If this appeal is denied, the income information indicated in the 2023-2024 FAFSA will be used to calculate your estimated family contribution.

Student Information

Last Name:

First Name:

Tech ID:

Phone:

Minneapolis College Email Address:

Please indicate the situation(s) or circumstances that apply and submit with the documentation listed on page two.

Note the following:

- Special Circumstances are situations beyond an individual's control that affect income reported on the 2023-2024 FAFSA.
- To ensure fairness and compliance with federal regulations, there are limits to which circumstances can be considered.
- Special circumstances are considered on a case-by-case basis.

Common circumstances may include, but are not limited to:

An unforeseen loss of employment or income for at least 10 weeks

Termination of benefits received or income such as child support, alimony, social security

One-time occurrence of income such as a debt cancellation, an inheritance, lottery win, or IRA withdrawal

Childcare expenses paid

Death of a parent or spouse

Divorce or legal separation

Major medical or dental expenses not covered by insurance

Unemployment due to the pandemic

Some circumstances **NOT** considered applicable:

- High mortgage/rent
- Car payments/repairs
- Personal debt
- Reducing hours or quitting a job to attend school

Please continue to page 2.

Student Last Name:

Student First Name:

Tech ID:

APPEAL REQUIREMENTS

- 1. Personal Statement** – Type a detailed explanation of your request with specific dates referencing your circumstances and why your (and your parent(s), if dependent) 2022 income should be used to determine your 2023-2024 financial aid eligibility. Your statement must include your name, student ID, signature, and date.
- 2. Financial Documents** – Signed 2022 IRS Form 1040 with 2022 W2, Schedule C/C-EZ's, Schedule 1,2, and 3. Other acceptable financial documents include but are not limited to recent pay records and account detail of other sources of income. Dependent students must provide student income information from the same year as parent(s).
- 3. Supporting Documents** – Provide documentation that will support your explanation which may include but are not limited to: layoff notice, unemployment records, medical bills, letter of separation, divorce decree, death certificate, etc.

CERTIFICATION

I certify that the information listed on the form and all supporting documents concerning my request for income review is accurate and complete. I understand that it is a violation of both Federal and State laws, as well as Minneapolis College's Code of Conduct, to purposefully provide false or misleading information in connection with my application for financial aid.

Student Signature

Date

Parent Signature (required for dependent students):

Date