



Anoka Technical College	Anoka-Ramsey Community College	
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2024-2025 Petition for Consideration of Special Circumstances

Name _____ Student ID _____

Deadline for submission of Income Review of Special Circumstance applications must be received within the semester the student is enrolled at ARCC or ATC, and no later than two weeks from the end of the enrolled semester.

THE STUDENT MUST COMPLETE AND SUBMIT this signed document, complete the Projected 2024 Income Chart, along with the Requested Documentation as detailed below:

Change of Income. (Please circle which year change occurred in and submit the required documents for that year).

2023

Requested Documentation:

- Letter from you (spouse/parents if applicable) addressing and comprehensively describing the situation.
- 2023 Federal Tax Return Transcript, all 2023 W2's.
- Complete the Untaxed Income Chart (below).

2024

Requested Documentation:

- Letter from you (spouse/parents if applicable) addressing and comprehensively describing the situation.
- Last three 2024 pay stubs.

Lay OFF (Please do not submit appeal if receiving unemployment benefits until after 10 weeks).

Requested Documentation:

- Letter from you (spouse/parents if applicable) addressing and comprehensively describing the situation.
- Letter from employer indicating effective date and any severance benefits.
- Statement from Unemployment Office outlining benefits.
- Final pay stub from laid off position.
- Three most recent pay stubs of all other current positions (spouse/other parent if applicable).

Major Medical or Dental Expenses NOT Covered by Insurance

Requested Documentation:

- Letter from you (spouse/parents if applicable) addressing and comprehensively describing the situation.
- Proof of your expenses paid such as your tax return itemized medical or dental deductions page or receipts of payments made.

Retirement

Requested Documentation:

- Letter from employer documenting retirement date and benefits received.
- Final pay stub for retiree.
- Last three pay stubs for parent/spouse who is still working.

Separation, Divorce, or Death. Since filing the FAFSA, you (parents if applicable) have become separated or divorced, or a spouse (parents if applicable) has died

- Letter from you (spouse/parents if applicable) addressing and comprehensively describing the situation.
- Legal separation papers, divorce decree, or death certificate.
- Federal Tax Transcript and all W2's for the year separation, divorce or death occurred.

Other Unusual Circumstances

Requested Documentation:

- Letter from you (spouse/parents if applicable) addressing and comprehensively describing the situation.
- Sufficient and appropriate documentation.

Student (and spouse)	Untaxed Income Chart Calendar Year 2024 Do not leave any box blank. If the answer is zero, enter \$0.	Parent(s)
\$	Payments to tax-deferred pension and savings plan (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes D,E,F,G,H, and S.	\$
\$	Child support RECEIVED for all children. Don't include foster care or adoption payments.	\$
\$	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits).	\$
\$	Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study Allowances.	\$
\$	Any other untaxed income or benefits not reported elsewhere.	\$
\$	Money received , or <u>paid for you on your behalf</u> (e.g., bills), not reported elsewhere on this form.	\$
\$	Child support PAID because of divorce or separation or as a result of a legal requirement.	\$

