

Petition for Consideration Of Special Circumstances

Return to: Financial Aid and Scholarship Office
Normandale Community College
9700 France Avenue South
Bloomington, MN 55431

(Do not submit this Petition without the required documentation attached.)

Print Your Name: Last Name First Name SSN:

NCC Student ID:

I am petitioning the Financial Aid Office for consideration of the following:

Use of Expected Year Income (Petitions for this reason will not be accepted until January 2010 as you must have all W-2's for 2009 and preferably filed your 2009 tax return before submitting this petition.)

We can analyze your situation and possibly adjust your aid faster if you submit clear and detailed explanations and reasonable documentation.

- a. Complete the attached 2009 Estimated Year Income Worksheet, and attach your 2009 W-2's, 1040 tax return and any other income documentation that supports the figures you have reported.
b. Attach a written statement from you (spouse/parents if applicable) addressing the following:
1. Detailed explanation as to the reason for the decrease in income (i.e. termination, disabled, schedule change, etc.)
2. Dates last employed.
3. Why you feel this petition should be considered.

Adjustment to Standard Cost of Attendance

You may request an adjustment to the standard cost of attendance based on unusual or excessive expenses. Adjustments to the standard budget are granted based on documented unusual expenses and will normally result in increased self-help (loans/work-study), not increased grant aid. Examples of this kind of adjustment would be cost of tools/uniforms/laptop computer required for the Dental Hygiene program; excessive medical expenses paid; expenses related to a handicap/disability. In order for an adjustment to be considered, you must provide the following:

- a. Detailed explanation of the nature of the request, what the unusual expenses are, when and why they occurred.
b. Documentation of the unusual expenses. This can include cancelled checks, paid receipts, information from the instructor as to the detailed costs of tools, etc.

Inclusion of a Parent in the Number of Household Members in College

Federal law does not allow the inclusion of a parent in the number of household members in college except by professional judgement. In order to include your parent in the number in college, you must provide the following:

- a. Current registration document from the college the parent is attending (they must be attending at least half time).
b. Statement from the parent indicating their current degree/certificate objective and major.
c. Letter from the parent's employer stating they will not receive reimbursement from the company.

Other:

- a. You must provide a statement and supporting documentation for consideration of this Petition. Your statement must clearly identify your special circumstance and what you are requesting. Your documentation must support your request.

Student's Signature Date

OFFICE USE ONLY

This petition has been approved.

This petition has been denied for the following reason:

FA Counselor's Signature Date