



2009-2010 Extenuating Circumstance Form

MSOE Financial Aid Office recognizes that students and their families may have extenuating circumstances that affect their financial situation. If students and their families feel that the Free Application for Federal Student Aid (FAFSA) does not reflect an accurate financial picture, they may submit this form to have the Financial Aid Office review the data on their FAFSA and the financial aid awarded.

To request a review of your extenuating financial circumstances:

1. Complete and submit this Extenuating Circumstance Form.
2. Complete and submit a 2009-2010 Verification Worksheet, which is available online at www.msOE.edu/finaid by clicking on “Forms and Resources” and again on “Verification Worksheet 2009-2010.”
3. Submit a **signed** copy of your and your spouse’s (if you are married) 2008 federal income tax returns. Include **all** W-2 forms and **all** schedules.
4. Submit a **signed** copy of your parents’ (if you are a dependent student) 2008 federal income tax return. Include **all** W-2 forms and **all** schedules.
5. Submit a letter that details your situation.
6. Submit documentation (unemployment check stubs, proof of last day of employment, divorce papers, nursing home expenses, hospital bills, etc.) supporting the situation you describe in #5.
7. Complete FERPA Release of Student Information Form if not already completed, which is available online at www.msOE.edu/finaid by clicking on “Forms and Resources and again on “Release of Student Information Form.”

Student’s Name (print clearly)

Student’s ID Number

Date documentation submitted

Please note that the Financial Aid Office cannot guarantee that this request will be approved, that any changes will result in additional aid, or that similar future requests will be approved. Our office also reserves the right to request additional information should we feel your situation is not sufficiently documented.