

**Morningside University**  
**Office of Student Financial Planning**  
**Special Circumstances (Professional Judgement)**  
**2022-2023**

Lewis Hall, Room 203  
 1501 Morningside Avenue  
 Sioux City, IA 51106  
 Phone: 712-274-5159  
Submit Documents by:  
 \*Fax: 712-274-5605  
 \*Student's CampusWEB, My Financial Aid,  
 Forms, Secure Link

**Student Information**

Name (First, Middle Initial, & Last)	Morningside ID#	Email
Permanent Address		Mobile Phone Number
City, State, Zip		Home Phone Number

Please review the following information. If you have a special circumstance that fits one or more of these items, **please submit an explanation to our office in writing**. The explanation can be submitted to our office by mail; fax: or student's CampusWEB, My Financial Aid, Forms, scroll to the bottom for secure link (see above).

If we have received your 2022-2023 FAFSA information, we will evaluate your explanation of special circumstances, your documentation, along with your FAFSA information. We will notify you if additional documentation is needed. Our ability to provide additional assistance will be determined by when you inform us of your special circumstances, how much this change impacts your financial need, and whether funds are available at the time you provide the information. There is no guarantee that an appeal will result in an adjustment to your financial aid.

**Situations that may be considered for Special Circumstances:**

- Family experiencing a 25% reduction in income:
  - 2021 or 2022 due to COVID-19
  - from 2020 to 2021 or from 2021 to 2022 because of unemployment or reduced wages
 Explain the change(s) in income and the dates the change(s) occurred. Please include other pertinent documentation. Examples include: letter from employer documenting termination, unemployment compensation, severance documentation, current check stub(s) for all family members, etc.
- Family paid out-of-pocket medical expenses and/or Health Insurance Premiums in 2020 and/or 2021. Explain the medical situation and provide proof of out of pocket expenses.
- Family maintains two households (generally temporarily) because of employment changes (include a copy of lease and/or mortgage payment with your letter of explanation).
- Family loss of untaxed income (child support, worker's compensation, unemployment compensation, retirement benefits, etc.) in 2021 and/or 2022. Include documentation from provider indicating reduction, effective date(s), and pertinent amount(s).
- Parent and/or Student Divorce or Separation. If a divorce or separation occurred after the 2022-2023 FAFSA was filed and the original marital status was reported as married on the FAFSA. Provide the date of the separation/divorce and provide the residing address for both parents (or student and/or spouse if independent).
- Death of a Parent/Spouse. Please provide the date of death.

**All requests for Special Circumstances must be accompanied with the following documentation:**

- W-2s from 2020 & 2021 for:
  - Student (and if applicable spouse)
  - Parents listed on the FAFSA of dependent students
- Signed 1040 Federal Tax Return with Schedules A, 1, 2, & 3 for 2020 & 2021 for:
  - Student (and if applicable spouse)
  - Parents listed on the FAFSA of dependent students
- Verification Worksheet
  - <https://www.morningside.edu/assets/uploads/financial-aid-shared-forms/2022-2023V1StandardDependentVerificationForm.pdf>
  - <https://www.morningside.edu/assets/uploads/financial-aid-shared-forms/2022-2023V1StandardIndependentVerificationForm.pdf>
- Current check stubs for all jobs in 2021 or 2022 for student and Parent/Spouse.