

MINNEAPOLIS  
COLLEGE of ART and DESIGN

## 2025-2026 Special Circumstances Income Appeal Form

MCAD recognizes that standard financial aid forms do not always capture the full financial profile of our students and their families. Through the use of Professional Judgment, the Financial Aid Office may be able to make adjustments to your FAFSA which could result in a recalculation of aid eligibility at the college. All Professional Judgment cases are subject to a review BY MCAD's Financial Aid Committee and are not guaranteed to result in any additional financial aid. The decision made by the committee is final and cannot be appealed to the U.S. Department of Education.

### Personal Information

Please Print

Student's Name (Last, First, MI)

MCAD ID#

Student's Email Address

Student's Phone Number

### Steps to Complete

1. Write a **detailed** letter explaining your special circumstances and submit with this form.
2. Place a check mark beside any situation listed below that applies to you.
3. Submit the required documentation listed for each item checked. Be sure your name is on any forms submitted.

***Your appeal will not be considered if Step 1 is not completed.***

*Additional documentation may be requested upon review of your appeal.*

### Reason for Appeal Request

Check the boxes that apply and submit the corresponding documentation.

- Divorce or Separation**
  - Copy of legal separation or divorce decree. If this is not available, submit copies of mortgage or lease agreements proving separate residences.
  - Signed copy of 2023 IRS 1040 Form, and Schedule 1, 2, 3 (if completed) for parent and/or student. (Sign on the signature line even if taxes were submitted electronically.)
- Decrease in Parent(s) or Student's Income in 2023**
  - Copy of 2024 W-2's for parent and/or student
  - Signed copy of 2024 IRS Form 1040, and Schedule 1, 2, 3 (if completed) for parent and/or student. (Sign on the signature line even if taxes were submitted electronically.)

**M  
CAD**

**MINNEAPOLIS  
COLLEGE of ART and DESIGN**

- **Expected Decrease in Parent(s) Income in 2025** as a result of job loss, retirement, death, disability, or other wage reduction. **Review for 2024 income changes will begin June 1, 2025**, so we can review actual income during the first half of the year.
  - All supporting documentation including:
    - Signed and dated letter on company letterhead from employer listing last date of employment for job loss.
    - Copy of last pay stub showing total 2025 earnings.
    - Documentation of severance benefits or unemployment compensation for job loss.
    - Statement of expected 2024 wages (use section below).
    - Signed copy of 2023 IRS Form 1040.
    - Copy of 2024 W-2's.

| <b>Expected 2024 Income</b>   | <b>Student</b> | <b>Spouse (if applicable)</b> | <b>Parent #1</b> | <b>Parent #2</b> | <b>Document Required</b>  |
|---|----------------|-------------------------------|------------------|------------------|---|
| Gross Income <b>EARNED from work:</b> 1/1/2025 through present day                    | \$             | \$                            | \$               | \$               | Most Recent or Final Pay Stub   |
| Estimated Gross Income <b>TO BE EARNED from work:</b> present date through 12/31/2025 | \$             | \$                            | \$               | \$               | Most Recent or Final Pay Stub   |
| Severance Pay   | \$             | \$                            | \$               | \$               | Letter from Company   |
| Unemployment Benefits   | \$             | \$                            | \$               | \$               | Documentation from Agency-must include weekly or monthly payment amount and date compensation will end. |
| Workman's Comp Benefits   | \$             | \$                            | \$               | \$               | Documentation from Agency-must include weekly or monthly payment amount and date compensation will end. |
| Pension Distributions   | \$             | \$                            | \$               | \$               | Pension Statement   |
| Alimony-either to pay or receive  | \$             | \$                            | \$               | \$               | Letter from Court   |
| Child Support-either to pay or receive  | \$             | \$                            | \$               | \$               | Letter from Court   |
| Early Withdrawal from Retirement Funds  | \$             | \$                            | \$               | \$               | Letter outlining how funds were used  |

**MINNEAPOLIS  
COLLEGE of ART and DESIGN**

- Major medical expenses during 2023 or 2024** that were not covered by insurance and were paid for out of pocket. DO NOT include payments for health insurance premiums. Please provide a signed copy of 2023 IRS Form 1040 or 2024 IRS Form 1040, and Schedule 1, 2, 3, if completed.
  - Please indicate amount here \$ \_\_\_\_\_
  
- IRA or Pension Plan Rollover not reflected on FAFSA**
  - Copy of 2023 IRS 1099-R Form.
  - Copy of 2023 IRS Form 1040 to verify Rollover status on lines (4a minus 4b) or (5a minus 5b).
  - If your 2023 IRS Form 1040 does not verify Rollover status, then any documentation that shows that it was a Rollover
  
- Changes to child support received**
  - Legal documentation indicating the child support agreement and/or any changes.
  - List each child in your household for whom you received and/or will continue to receive child support during 2025.

| Full Name of Child | Their Age | Child Support Received<br>(anticipated or actual) | Dates Received |
|--------------------|-----------|---|----------------|
|                    |           |   |                |
|                    |           |   |                |
|                    |           |   |                |
|                    |           |   |                |

**Certification Statement**

The information contained in this appeal and any supporting documents is true and complete to the best of my knowledge. I understand that submittal of this appeal form does not guarantee a change in my financial aid eligibility.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature (required if supplied on the FAFSA)  
Spouses Signature (required if student is married)

\_\_\_\_\_  
Today's Date

