Special Circumstances Appeal Process

Special Circumstances Appeals are done on a case by case basis and require sufficient documentation to explain the circumstance and identify the changes that need to be made to the Financial Aid application. The procedure outlined below is designed to help make this process as easy and streamlined as possible. Following the procedure will help insure that the process moves forward effectively and will help in getting the documentation we need to make an informed decision.

Step One - Meet with a Financial Aid Advisor

Meeting with a Financial Aid Advisor initially will accomplish the following three things.

1. Help determine if your circumstance is covered by the Special Circumstances Appeal Guidelines.
2. If the changes that would possibly be made will actually help the Financial Aid eligibility of the student.
3. Determine the documentation that is needed to get the Special Circumstances Appeal approved.

Step Two – Collect the documentation requested

In order for the Special Circumstances Appeal to be approved we must have the needed documentation to show why and what we are approving. The requested documentation is the minimum amount needed to approve the Special Circumstances Appeal. All documentation must be signed by the individual supplying it. We will not accept any documentation for your Special Circumstances Appeal until you have all requested documentation ready to submit. If you have questions or are having difficulty getting specific pieces of documentation please let the Financial Aid Advisor know and they may be able to offer alternative options on how to get the needed information.

Step Three – Meet again with the Financial Aid Advisor

This meeting should be made with the same Financial Aid Advisor as you met with during the initial appointment. During this meeting a review of all the needed documentation will take place and another review of the data will be done which will update the possible results from the Special Circumstances Appeal. Depending on the documentation received the Financial Aid Advisor may need to request additional documents to complete the Special Circumstances Appeal. If this is needed another appointment will be made and you will need to return with all documentation. If the Financial Aid Advisor determines that all the documentation needed has been received they will submit the documentation for approval.

Step Four – Financial Aid Director Review

The completed documentation will be submitted to the Financial Aid Director for review and final approval. This process can take up to 7 days, and once complete can have one of the three listed results.

1. Approved, once the Special Circumstances Appeal is approved the Financial Aid Staff will make the needed changes to your Application and create an updated Award Letter, this process can take up to 2 weeks to accomplish.
2. Denied, the Financial Aid Director may deny the Special Circumstances Appeal, if he determines the Special Circumstances Appeal does not meet the guidelines set by the Federal Department of Education.
3. Additional information needed. If the Financial Aid Director feels more information is needed, the student will be asked to resubmit additional information. This process will be done by working with the Financial Aid Advisor.

The process can be long and involved but the Financial Aid staff will help you through it. The Financial Aid staff will do their best to advise whether or not your claim will be approved or if it will have any effect on your Financial Aid awards.

Hennepin Technical College

2026-2027 Special Circumstances Appeal Instructions For Dependent Students

Financial Aid Office
13100 College View Drive
Eden Prairie, MN 55347

Phone: 952-995-1300
Fax: 952-995-1389
Email: fa@hennepintech.edu

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Last Name **First Name** **Student ID or StarID**

If you are interested in pursuing a Special Circumstances Appeal it is strongly suggested that you meet with a Financial Aid Advisor first to ensure you are collecting the correct documentation. Please call 952-995-1300 to schedule an appointment. This form needs to be submitted in person to an FA Advisor.

You may complete the Special Circumstances Appeal Form if you are a dependent student whose current financial situation is not accurately reflected by 2024 tax information. Your family's 2024 income is used to assess your financial need for the 2026-2027 school year, in accordance with federal laws and regulations. If your family's income is lower due to special circumstances, a financial aid administrator may be able to use your current estimated income to calculate financial need. This financial situation may be due to loss of a job, separation or divorce, death, disability unusual medical expenses, or other circumstances. If you have not already done so, you must first apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA) with 2024 tax information. After submitting the FAFSA, please provide information regarding your reduction in income by completing this form if your parent(s) want a review of their special circumstances. Your appeal is complete only when you attach the documentation that validates your special circumstances. No action will be taken until all of the documentation appropriate to your circumstance is submitted to the Financial Aid Office. If any document is missing, your appeal will be returned to you and will be considered only when you have resubmitted it with complete documentation.

Documentation is an essential part of your appeal.

Your appeal will be considered only when you have submitted all of the supporting documentation with your completed appeal form. Please read carefully to determine which documents you are required to provide to validate your appeal information. All applicants must complete Sections 1, 2, and 3 of this form and provide the following:

- Your parents' or parent's 2024 and 2025 signed federal tax return form 1040 including all pages, schedules, and W2s.
- Your 2024 and 2025 signed federal tax return form 1040 including all pages, schedules, and W2s.
- A signed personal statement that explains their situation.

In addition, select the category from the following listing that most closely describes your special circumstance. Read the description carefully and attach all of the documentation requested under that category.

___**Parent enrolled at least half-time in a degree or certificate-granting college program**
Documentation Requested:

- a copy of the paid fee statement that indicates the number of credits for which your parent is registered during the academic year 2026-2027

___Loss or reduction of employment

Your parent earned money in 2024 and has had a reduction in hours (loss of overtime compensation will not be considered), or have lost employment for at least 10 weeks in 2025 or 2026 that has resulted in a reduction of wages. Ten (10) weeks must have passed prior to submission of this appeal for either circumstance. Appeals submitted before 10 weeks will be returned.
Documentation Requested:

- written verification from a former employer(s) that indicates start and end dates of employment or reduction of hours and the amount of your parents' or parent's year-to-date gross earnings
- documents, including letters, from all former employers that show dates and amounts received for earnings, severance pay, vacation, or retirement pay out
- a written statement from your parents' or parent's current or future employer(s) that indicates their expected gross earnings for the calendar year 2026. The 2026 earnings must be documented with a letter from their employer(s) projecting earnings or copies of their two most recent pay stubs
- eligibility forms that indicate dates and amount of unemployment benefits

___Separation, divorce, or death

You have already filed your annual Free Application for Federal Student Aid (FAFSA) and since that time, your parents have become separated or divorced, or a parent has died.
Documentation Requested:

- legal separation papers or divorce decree
- death certificate

___Loss of taxed/untaxed income or benefit

Your parent received unemployment compensation or another taxed or untaxed income or benefit in 2024, and have completely lost that income or benefit for at least 10 weeks in calendar year 2025 or 2026. Ten (10) weeks without compensation must have passed prior to your submission of this appeal. Appeals submitted before 10 weeks will be returned. The untaxed income or benefit must be from a public or private agency, a company, or from a person due to court order. (Do not include loss of veterans benefits.) Income and benefits include: Social Security benefits, Supplemental Security Income (SSI), child support, untaxed retirement or disability benefits, welfare benefits, and Minnesota Family Investment Plan (MFIP).
Documentation Requested:

- contracts, agency notices, or legal papers that indicate the date your parent's taxed/untaxed income or benefit was terminated, what amount of income came from that source, and how that income was used

___Loss of one-time income

Your parent received one-time income in 2024 that will not occur in 2025 or 2026 (e.g., rollover into a Roth IRA, moving expenses allowance, back-year Social Security payments, or a divorce settlement). Special circumstance consideration will not be given if this one-time income is a result of an inheritance, job bonus, or overtime compensation, gambling winnings, pension, capital gain, insurance settlements, or early distributions of retirement accounts.
Documentation Requested:

- contracts, agency notices, or legal papers that indicate the date your (or your parent's) one-time income was terminated, what amount of income came from that source, and how that income was used.

Hennepin Technical College

2026-2027 Special Circumstances Appeal

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Read the Special Circumstances Appeal Instructions carefully before completing this form. You must complete Sections 1, 2, and 3. Please print clearly in blue or black ink.

SECTION 1: Background

Student name (First, Middle Initial, Last)	Student ID number	Social Security number	Date

Address (street or P.O. Box, Apartment number, City, State, Zip Code)	Telephone with area code ( )

List all family members included on your 2026-2027 Free Application for Federal Student Aid (FAFSA).
Give the name of the post secondary institution for any family member attending at least one term of post secondary education at least half time. If you need more space, you may add more family members in your personal statement.

Family members in household	Age	Relationship	Name of post secondary institution

SECTION 2: Certification

To the best of my knowledge, the information in this appeal is true. I understand that misrepresentation of facts in connection with this appeal, whenever discovered, may be sufficient cause, in and of itself, for cancellation and repayment of financial aid. I understand that my federal tax return will be used to verify the current financial aid application information and that I will be selected for institutional verification in the next aid year. WARNING: If you use this form to establish eligibility for federal student financial aid and purposely give false or misleading information, you may be fined, sent to prison, or both.

Student Signature:	Date:
Parent Signature:	Date:

SECTION 3: Income Source Table

January 1 through December 31, 2026	**Actual** 01/01/2026 – today	**Estimated** Today – 12/31/2026	**Total** Actual plus estimated
1. Income earned from work by mother (wages, salary, and tips, for example)			
2. Income earned from work by father (wages, salary, and tips, for example)			
3. Income earned from work by student (wages, salary, and tips, for example)			
4. Business, farm, or rental income			
5. Interest/dividend income: Specify source and value. Source / $ Value / Source / $ Value			
6. Unemployment compensation			
7. Capital gains			
8. Spousal maintenance			
9. Child support			
10. Welfare benefits (such as AFDC or TANF or MFIP)			
11. Veterans benefits			
12. Social Security benefits (including SSI)			
13. Workers' compensation			
14. Short-term or long-term disability benefits			
15. Severance pay			
16. Withdrawal from retirement account			
17. Other income (such as pension, annuity, rental income, housing allowance, bonuses)			