2023-2024 Special Circumstance Form



Financial Aid Office, 1801 College Drive N, Devils Lake, ND 58301

Student Information

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Mailing address: Lake Region State College • Financial Aid Office
 1801 College Drive N • Devils Lake ND 58301
 Phone: 1-800-443-1313 Ext 1517 or (701) 662-1517 • E-mail for questions: Kelsey.walters@lrsc.edu • Fax: 701-662-1666

IMPORTANT: All attachment (letters of explanation, etc.) must be signed, dated and reflect the name or last four digits of student SSN. Your appeal will be evaluated at the earliest available date. Please allow a minimum of two to four weeks for processing this form.

Special Circumstance	Documentation
Child Care Expense	Letter Listing a. Name and age of dependent(s)
	b. Hourly rate paid
	c. Total monthly cost
	d. Name, phone number & address of provider Letter of explanation with a budget per month
Housing Cost	Copy of rental agreement or mortgage payment
	Copy of next recent monthly utility bills
Computer Purchase	Copy of receipt for purchase of a computer (purchased between Summer 2023 and May 2024)
	Letter listing:
Commuting Expense	a. Number of miles traveled each day
	b. How many days per week
	c. Where you are traveling from
Death of a Legal Parent	1. Letter listing:
	a. Relationship of deceased to the student
	2. Copy of obituary/death certificate
	3. 2021 IRS Tax Return Transcript or signed 2021 Federal Tax Return (Form 1040 & applicable schedules
	3) & 2021 W-2's for both parents. 4. Verification Worksheet 2023-2024
Separation or Divorce	1. Letter listing:
	a. Letter of explanation 2. Copy of divorce decree or proof of separation
	3. 2021 IRS Tax Return Transcript or <u>signed</u> 2021 Federal Tax Return (Form 1040 & applicable schedules
	3) & 2021 W-2's for both spouses
	4. Verification Worksheet 2023-2024
	1. Letter listing:
	a. Whose benefits were terminated
Loss of Benefits	b. Amount of benefit(s) received for last two years
2000 of Bonome	c. Reason for termination
	d. Projected income and untaxed income to the end of 2023 or a 2022 Tax Return Transcript or signed
	2022 Federal Tax Return (IRS Form 1040 & applicable schedules 1-3) & 2022 W-2's
	Copy of document from provider stating termination of benefits
	3. 2021 IRS Tax Return Transcript or signed 2021 Federal Tax Return (Form 1040 & applicable schedules
	3) & 2021 W-2's
	4. Verification Worksheet 2023-2024
	1. Letter Listing:
Liquidation or Foreclosure	a. Type of asset liquidated
	b. Gross sales proceeds
	c. List of where proceeds were applied
	2. Copy of foreclosure notice
	3. 2021 IRS Tax Return Transcript or signed 2021 Federal Tax Return (Form 1040 & applicable schedules
	3)
	4. Verification Worksheet 2023-2024
Loss of Employment	1. Letter listing:
	a. Who lost employment
	b. Reason for loss of employment
	c. Income earned and untaxed income (Worker's Compensation, unemployment benefits, disability
	Benefits, etc.) to date of termination (per family member)
	d. Projected income and untaxed income to the end of 2023 or a 2022 Tax Return Transcript or signed
	2022 Federal Tax Return (IRS Form 1040 & applicable schedules 1-3) & 2022 W-2's
	2. Copy of last pay stub from employer
	3. 2021 IRS Tax Return Transcript or <u>signed</u> 2021 Federal Tax Return (Form 1040 & applicable schedules
	3) & 2021 W-2's 4. Verification Worksheet 2023-2024
	1. Letter listing:
Parent Enrolled in College	a. Which parent is enrolled
	b. Number of enrolled credits
	c. Enrollment verification form from their college stating the parent is enrolled ½ time or greater in a
	degree granting program
Medical Expenses	1. Letter listing:
	a. Who incurred the expense(s)
	2. List of medical expenses incurred (only bills that are paid or on a payment plan will be considered)
	3. Copy of Explanation of Benefits from insurance carrier
	4. Copy of medical bills
Elementary/	1. Letter listing:
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Secondary School Tuition	a. Person from whom tuition is being paid