



2022-2023 Dakota College at Bottineau Special Circumstances Form

Student Name _____ Student ID# _____

Phone Number _____ Email: _____

Instructions: This form is to assist you in reporting a change in financial circumstances of you and/or your family that occurred after completing the FAFSA (application for financial aid), if the circumstances will in some way limit the ability of you and/or parents to contribute toward your 2022-2023 college costs.

Please review the “special circumstances” listed on this form. If one or more of the circumstances applies, check the appropriate box(es), complete the specified items on the forms, and attach any documents and/or information requested in the third column. **Return the completed form plus attachments to DCB, Financial Aid office, 105 Simrall Blvd, Bottineau, ND, 58318 or if by email, please request a secure email link from our office at 701/228-5469 or by email at fa@dakotacollege.edu.**

Important: All documents provided must be signed, dated and reflect the name of the student.

Special Circumstance	Dependent Student	Independent Student	Documents Required
<p><i>Loss of Employment</i> <input type="checkbox"/></p>	<p>A parent who earned money in 2020 has lost their job for at least 10 weeks in 2021 or 2022. <input type="checkbox"/></p>	<p>You worked full-time for at least 30 weeks in 2020 but are now not working full-time. <input type="checkbox"/></p> <p style="text-align: center;">or</p> <p>Your spouse earned money in 2020 but has lost their job for at least 10 weeks in 2021 or 2022.</p>	<p>In the explanation/documentation section of this form or a separate sheet, specify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Date employment was terminated. <input type="checkbox"/> Dates of full-time employment during 2021 and 2022. <input type="checkbox"/> Reason for loss of employment. <input type="checkbox"/> Name, address, telephone, and number of employer(s)
<p><i>Loss or reduction of income or benefits</i> <input type="checkbox"/></p>	<p>A parent who received income or benefits in 2020 but had this income/benefit reduced or terminated during 2021 or 2022. (i.e., Social Security, child support, disability, unemployment benefits, etc.) <input type="checkbox"/></p> <p><input type="checkbox"/> You (the student) had income or benefits in 2020 that were reduced or terminated during 2021 or 2022.</p>	<p>You (or your spouse) received income or benefits in 2020 but had this income/benefit reduced or terminated during 2021 or 2022. (i.e., Social Security, child support, disability, unemployment benefits, etc.) <input type="checkbox"/></p>	<p>In the explanation/documentation section of this form or a separate sheet, specify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type of income or benefit. <input type="checkbox"/> Amounts received during 2020, 2021 & 2022. <input type="checkbox"/> Reason for the termination or reduction. <input type="checkbox"/> Letter showing the change in dollar amount and date.

Special Circumstance	Dependent Student	Independent Student	Documents Required
<i>Separation or divorce</i>	<input type="checkbox"/> Your parents have separated or divorced after you submitted the FAFSA.	<input type="checkbox"/> You and your spouse have separated or divorced after you submitted the FAFSA.	<ul style="list-style-type: none"> ○ Date of separation or divorce. ○ Copy of 2020 federal tax return and W2's. <p>Important: Official documentation of separation/divorce must accompany this form</p>
<i>Death</i>	<input type="checkbox"/> A parent has died after you submitted the FAFSA.	<input type="checkbox"/> Your spouse has died after you submitted the FAFSA.	<p>Name of deceased, date of death, relationship to the student.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Important: A copy of the death certificate or obituary must accompany this form.</p>
<i>Liquidation/foreclosure</i>	<input type="checkbox"/> A parent has filed bankruptcy or gone through foreclosure after you submitted your FAFSA.	<input type="checkbox"/> You (or your spouse) have filed bankruptcy or gone through foreclosure after you submitted your FAFSA.	<p>On the back page of this form or a separate sheet provide details of the bankruptcy or foreclosure.</p> <p>Important: Official documentation of the bankruptcy/foreclosure must also be provided.</p>
<i>Unusual debt or expense</i>	<input type="checkbox"/> A parent incurred unusual debt or expenses during 2020, 2021, or 2022 that has created financial hardship. (i.e., medical, support of non-family member, elementary or secondary school tuition, childcare, etc.)	<input type="checkbox"/> You (or your spouse) incurred unusual debt or expenses during 2020, 2021, or 2022 that has created financial hardship (i.e., medical, support of non-family member, elementary or secondary school tuition, childcare, etc.)	<p>On the back page of this form or a separate sheet specify:</p> <ul style="list-style-type: none"> ○ Description of debt or expense. ○ Total amount of debt or expense. ○ Explanation of hardship. <p>Important: Documentation supporting this debt or expense must also be provided.</p>
<i>Other</i>	<input type="checkbox"/> You or your family have a circumstance which you would like to have reviewed by the Financial Aid office. Please explain the circumstance and the reason on the back page of this form or separate sheet.		<p>Please be as specific as possible in describing any changes in your financial circumstances and explain how it has affected you or your family's ability to contribute to your education.</p>

Household Information (Complete only if your circumstance pertained to separation or divorce)

List your family members and the college they will be attending. For **dependent** students, list yourself, your parent(s) and your parents' other dependent children, as well as any other person who lives with your parent(s) and is dependent on them. If you are an **independent** student, list yourself, your spouse, and any children or dependent for whom you pay more than half of their support.

Name	Age	Relation to you, the student	Attending college and location
------	-----	------------------------------	--------------------------------

1		Student	
2			
3			
4			
5			
6			

List any additional household members on a separate sheet of paper or in the explanation/documentation section.

Explanation/Documentation:

