



Special Circumstances Review

The Free Application for Federal Student Aid (FAFSA) does not provide students with a place to explain special financial circumstances affecting their ability to pay for an education. There are unique financial situations that can lead to a financial aid adjustment. This type of adjustment is called a Request for Professional Judgment. The Higher Education Act provides the Financial Aid Office authority to exercise professional judgment on a case-by-case basis.

Full-time MTSA students with hardships must communicate any special circumstances to the Financial Aid Office prior to receiving a Special Circumstance Request Form. The Financial Aid Office can conduct reviews of special financial circumstances and make adjustments to the student's Cost of Attendance (COA). The reason for the adjustment must be adequately documented, must be related to special circumstances that differentiate the student and must substantiate the monetary amount of the student's request. Supporting documentation may consist of information from a third party, or letters from outside entities.

The signed Special Circumstance Request form and any supporting documentation will reside in the student's financial aid file and the student will be notified in writing of the decision.