

# CHILDCARE EXPENSE APPEAL DIRECTIONS

You must submit your appeal no later than the term deadline given here:

Fall term 2023—November 27, 2023

Spring term 2024—April 26, 2024

May/summer term 2024—July 21, 2024

Your childcare expenses during the 2023–2024 academic year may be considered in determining financial aid eligibility. The maximum allowance is \$3,350 per semester for each dependent for the nine-month academic year. The Office of Student Finance (OSF) will only consider costs incurred while attending the University of Minnesota, Twin Cities, **during the current academic year.**

**You MUST provide the following required documentation:**

1. A written explanation of your situation, including whether the cost is paid in part by another person or agency
2. A statement, contract, or letter from a childcare provider that includes:
  - the name, address, phone number, and signature of care provider
  - the name(s) of dependent(s) in the provider’s care
  - the expected period of care for each dependent, including start and end dates **during the 2023-2024 academic year**
  - the number of hours AND the cost per week for each individual in dependent care
3. Canceled checks or receipts as proof of payment for dependent care

*If approved, loans are the only aid that may be increased, provided you have remaining annual loan eligibility.*

To ensure privacy online, open in Adobe Reader (free at Adobe.com). Please add the required signature(s) in blue or black ink.

## Academic Year 2023–2024

**RETURN FORM:**

**ONLINE VIA:** <https://z.umn.edu/SpecialCircumstancesAppeal>

**BY MAIL TO:**

**Office of Student Finance**  
160 Williamson Hall  
231 Pillsbury Dr. SE  
Minneapolis, MN 55455-0252

**IN PERSON ON CAMPUS TO:**

333 Robert H. Bruininks Hall

**Questions?**

Phone: 612-624-1111  
TTY (hearing impaired): 612-626-0701  
Email: [onestop@umn.edu](mailto:onestop@umn.edu)

PART A. Student information		
Name (last, first, middle initial)	University ID	Social Security number (last 4 digits)
Current mailing address (street, apartment or PO Box number, city, state, ZIP code, country)		Phone number (include area code)
List the name and Social Security number of any other household member attending the University of Minnesota, Twin Cities. Dependent care expenses can only be added to one family member’s record. Attach an additional sheet of paper, if necessary.		
<b>Student name</b>	<b>Social Security number (last 4 digits)</b>	
PART B. Dependent care information		
Do you pay for childcare expenses? <input type="checkbox"/> yes <input type="checkbox"/> no		
If yes, list the name(s) of the dependent(s) who will be in the care of a paid provider. Attach an additional sheet if necessary		
<b>Name of dependent</b>	<b>Age</b>	<b>Relationship</b>
<b>Name(s) of care providers</b>	<b>2023-2024 childcare expenses</b>	
PART C. Certification		
You must sign this form to certify that the information you provided is true. Misrepresentation of facts in connection with this form may be sufficient cause, in and of itself, for cancellation or repayment of financial aid whenever discovered.		
Student signature	Date	
Spouse/parent signature	Date	



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