



Florida State
University
 Office of Financial Aid

Name _____

Empl ID _____

Student Phone _____

**2019/2020 SPECIAL CIRCUMSTANCE
 INCOME REDUCTION/UNUSUAL SITUATION (FASPIN)**

*Approved Special Circumstances do not guarantee any additional aid will be awarded.
 Excluding peak periods, the estimated timeframe for a review is 6 to 8 weeks.*

A professional judgement allows a school's financial aid administrator to adjust or make changes to the data elements on the Free Application for Federal Student Aid (FAFSA) as it relates to the family's income and assets generating a new EFC figure.

This form should only be used **AFTER** the current Free Application for Federal Student Aid (FAFSA) has been submitted. You are completing this form because you or your parent indicated a recent unusual or extenuating circumstance.

Each request for review is evaluated on an individual basis. In order to have your award re-evaluated your initial award must be processed first especially if selected for verification. Circumstances which might be considered unusual or extenuating may include but not limited to are listed below. Please check the situation that applies:

Income Reduction (Income was less in 2018 than in 2017):

Loss of Employment Decrease in salary/wages

Unusual Situations :

Exceptions to normal income (inheritance, IRA withdrawal, etc.)

Loss of business/farm due to bankruptcy, foreclosure, etc.

Other situation not listed above (Please explain in detail)

Section I. Contact Information (parent or student requesting the review)

Address: _____

City: _____ State: _____ Zipcode: _____ Phone: _____

Current/future financial aid could be adjusted/revised if the documentation does not support the claim(s).

Florida State University's Use of Social Security Number policy is available at http://registrar.fsu.edu/bulletin/undergrad/info/university_notices.htm

282 Champions Way P.O. Box 3062430 University Center A4400 Tallahassee, FL 32306

Phone: 850-644-0539 Fax: 850-644-6404 Email: OFACS@fsu.edu

www.financialaid.fsu.edu

Revised 3/6/2019

The below documentation is REQUIRED at the time of submission:

- **All applications require the following two documents:**
 - A Notarized statement explaining your circumstances.
 - 2017 tax return transcript (download or request a copy at <http://www.irs.gov/>)
- **Income Reductions:**
 - Employment verification from previous and current employer (statement on company letterhead stating dates of employment and amount earned to date is acceptable),
 - Copy of last or most recent pay stub and proof of unemployment benefits,
 - 2017 and 2018 W2's/1099/ etc,
 - 2018 1040 - tax return (signed)
- **Exceptions to normal income:**
 - Letter from an attorney, accountant or the income source to verify status, and proof of where funds went.
- **Loss of business/farm:**
 - Letter from an attorney or accountant to verify status of the property/asset lost
- **Other situation:**
 - If retirement: type of retirement and monthly pension(s) amount(s);
 - If disability: proof of disability, monthly benefits received, and taxable amount.
 - If other situation: Provide documentation to support claim.

Additional documentation may be required before a professional judgment can be made. Any changes made to your FAFSA after this application has been processed will result in a hold being placed on your file.

Section III. Certification of Statement

I/We certify that the information provided on this form is complete and accurate to the best of my/our knowledge. If additional changes occur during the academic year that would alter the information provided on this Professional Judgement form, I/We will immediately contact the Financial Aid Office.

*** Application must be signed by student and will not be accepted without all signatures of parties involved***

Student's Signature: _____ Date: _____

Print Name: _____

Spouse's Signature: _____ Date: _____

Print Name: _____

Parent 1 Signature: _____ Date: _____

Print Name: _____

Parent 2 Signature: _____ Date: _____

Print Name: _____

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