



FLORIDA STATE UNIVERSITY
Office of Financial Aid

Name: _____

EMPLID: _____

Date: _____

**2022–2023 SPECIAL CIRCUMSTANCE
COVID-19 RELATED INCOME REDUCTION (FASPCV)**

***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 be used only **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 due to COVID-19.

Ensure that you check your To Do List for outstanding checklists items to complete verification, which must occur if selected for verification prior to the processing of your appeal.

Each request for review is evaluated on an individual basis. 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 Due to COVID-19 (income was less in 2021 than in 2020)

Loss of Employment Decrease in salary/wages

Unusual Situations

Exceptions to normal income (IRA withdrawal, etc.)

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

Other situation not listed above (Please explain in detail in notarized statement)

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

Address _____

City _____ State _____ Zip Code _____ Phone Number _____

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

The documentation noted below is **required** at the time of submission.

- A Notarized statement explaining your circumstances. The notarized statement must be written by the party whose finances are being adjusted.
- 2020 tax return transcript (download or request a copy at <http://www.irs.gov>)
- 2021 1040 tax return (signed) or IRS tax transcript

- Documentation from employer verifying recent changes in employment status/hours due to COVID-19. Employment verification from previous and/or 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
 - Proof of maximum benefits received from unemployment
 - 2020 and 2021 W2's/1099/etc.
- 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

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 II. 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. All signatures should be wet signatures. Electronic signatures will not be accepted.

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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