



FLORIDA STATE UNIVERSITY  
Office of Financial Aid

Name: \_\_\_\_\_

EMPLID: \_\_\_\_\_

Date: \_\_\_\_\_

**2023–2024 Special Circumstance—Income Reduction (FASPIN)**

***Approved Special Circumstances do not guarantee any additional aid will be awarded.***

**During high-volume processing times (i.e., the spring-term months of December and January; the summer-term months April and May; and the fall-term months of July and August), the estimated time frame for review is 6 to 8 weeks. During standard (off-peak times), the review will be completed within 15 business days.**

A professional judgment 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 2022 than in 2021):**

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 (student or parent requesting the review)**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**The documentation listed below is required at the time of submission:**

***All applications require the following two documents:***

- A notarized statement explaining your circumstances.
- 2021 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,
- 2021 and 2022 W2’s/1099/ etc,
- 2022 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 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 Judgment form, I/We will immediately contact the Financial Aid Office.

**The 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: \_\_\_\_\_