

**2022-2023 SPECIAL CONSIDERATION REQUEST FORM – INDEPENDENT STUDENT**

**DOCUMENTS MAY BE SUBMITTED VIA U.S. MAIL, FAX, OR SECURE UPLOAD. TO UPLOAD DOCUMENTS: LOG INTO MyFSU, STUDENT TAB, FINANCIAL AID ICON, and SELECT "SECURE DOCUMENT UPLOAD" ICON. EMAILED DOCUMENTS ARE NOT SECURE AND CANNOT BE ACCEPTED.**

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\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Spouse Name(s)

\_\_\_\_\_  
Student Phone Number

**STEP 1**

If you have not previously completed the verification process, submit a 2022-2023 Independent Verification Form and tax documentation as outlined in the tax documentation section of that form.

**STEP 2**

Check the reason for your Request for Special Consideration:

- Loss of or reduction of income due to student or spouse layoff or termination
- Divorce or legal separation of student
- Death of spouse
- Loss of Child Support
- Other \_\_\_\_\_

**STEP 3**

Provide a signed, detailed statement outlining what has changed since the 2020 tax year and whose income was lost or reduced by this change. Please provide the date(s) that the change(s) occurred and if applicable, documentation of the change, such as a death certificate, divorce decree, job termination letter, etc. Provide documentation that supports the change of income. We need to know all sources of income including social security benefits, unemployment benefits, wages, disability or worker's compensation benefits – any sources of income that you are receiving to support your household.

By signing this form, I certify that all of the above information is complete and correct. Student must sign this form in ink. **Electronic or typed signatures are NOT acceptable.**

\_\_\_\_\_  
Student Signature Date

## Ferris State University Office of Scholarships & Financial Aid

### 2022-2023 SPECIAL CONSIDERATION INSTRUCTIONS

Occasionally changes occur that may warrant re-evaluation of a student's financial aid eligibility. If these circumstances have resulted in a significant reduction of your total family income since 2020, then you may submit a Request for Special Consideration. We have listed the most common examples of situations that may warrant reconsideration. Please note that filing a Special Consideration Request does not guarantee that the student will be awarded additional financial aid. At best, Special Consideration Requests may result in the student receiving the maximum subsidized loan and/or Pell Grant.

Federal regulations state that before we are allowed to consider making changes to a FAFSA, that we must first verify that the initial FAFSA was filed correctly through a process called verification. Your Special Consideration request cannot be processed until verification is complete.

- Complete and submit the 2022-2023 Independent Verification Form and provide 2020 tax documentation as listed in the Tax Documentation Section of the Independent Verification Form.
- Complete and submit the 2022 – 2023 Special Consideration Form, along with a signed, detailed letter from the student explaining the reason for the request.
- Current income information. If your Request for Special Consideration is approved, we must provide FAFSA with accurate income information from all sources. The type of documentation may vary depending on the time of the year that the change occurred. As an example, if the student or student's spouse lost his or her job in December of 2020 and has not regained employment, the student or spouse's 2021 federal tax return would accurately reflect the reduction of income. A copy of that tax return could be provided to show current income. If the job loss occurred in 2022, then most recent (or final) pay stubs with Year to Date totals for both student and spouse (if applicable), along with unemployment benefit statements for the unemployed person would allow us to calculate estimated income for 2022.

Do NOT Submit a Request for Special Consideration if:

- The total family income for 2022 will be more than it was in 2020.
- You have not filed a FAFSA for 2022-2023.
- Your Expected Family Contribution (EFC) is zero as indicated on your Student Aid Report from FAFSA.
- Your total family income has not been reduced.
- The change of circumstance is based solely on increased debt or filing of bankruptcy proceedings.

Please note that incomplete forms or failure to submit sufficient documentation may result in the denial of your Special Consideration Request. Please allow 10 business days from the date all requested documentation is submitted for processing.