

COMPLETING AND SUBMITTING THIS FORM

Documents **MAY ONLY** be submitted via U.S. Mail, FAX, or Secure Document Upload. To upload documents: Login to Ferris360; search for "Secure Document Upload" icon. **EMAILED DOCUMENTS ARE NOT SECURE AND WILL NOT BE ACCEPTED.**

FSU Office of Scholarships & Financial Aid
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SECTION 1: STUDENT INFORMATION

Student Last Name First Name M.I. Student ID #

SECTION 2: REASON FOR SPECIAL CIRCUMSTANCES REQUEST

STEP 1:

If you have not previously completed the verification process, you must submit a 2024-2025 Independent Verification Form and tax documentation as outlined in the tax documentation section of that form, along with this request.

STEP 2:

What is the reason for your Request for Special Circumstances? Please check all that apply:

- Loss 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 (please explain): _____

STEP 3:

YOU MUST PROVIDE A SIGNED, DETAILED STATEMENT OUTLINING WHAT HAS CHANGED SINCE THE 2022 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, as well as all sources of income, including social security benefits, unemployment benefits, wages, disability or worker’s compensation benefits, or any other current sources of income you and your spouse, if you are married, are receiving to support your household.

By signing this form, I certify that all of the above information is complete and correct. **ELECTRONIC OR TYPED SIGNATURES WILL NOT BE ACCEPTED.**

Student Signature Date Student Cell Phone Number

SECTION 3: SPECIAL CIRCUMSTANCES INSTRUCTIONS

Occasionally, changes occur in a student's personal life that may warrant re-evaluation of their financial aid eligibility. If these changes have resulted in **a significant reduction of your total family income since 2022**, you may submit a Request for Special Circumstances. The most common examples of circumstances that may warrant reconsideration have been listed within this form. Please note that filing a Special Circumstances Request does not guarantee that you will be awarded additional financial aid. **At best, Special Circumstances Requests may result in the student receiving the maximum subsidized loan and/or Pell Grant.**

Prior to making changes to your FAFSA, federal regulations require that the Office of Scholarships and Financial Aid must first verify that your initial FAFSA was filed correctly through a process called verification. **Your Special Circumstances Request will not be processed until after the verification process is complete.**

To complete the verification process, you must:

- Complete and submit the 2024-2025 Independent Verification form and provide 2022 tax documentation as listed in the tax documentation section of the form.
- Complete and submit the 2024-2025 Special Circumstances Form, along with a signed, detailed letter explaining the reason for your request.
- Provide current income information: If your Special Circumstances Request is approved, the Office of Scholarships and Financial Aid 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. For example, if you lost your job in December 2022 and have not regained employment, your 2023 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 2023 or 2024, the most recent (or final) pay stubs, with year-to-date totals for both you and your spouse if you are married, along with unemployment benefit statements for the unemployed person would allow us to calculate estimated income for 2023 or 2024.

DO NOT submit a Special Circumstances Request if any of the following circumstances apply to you:

- The total family income for 2023 or 2024 will be more than it was in 2022.
- You have not filed a FAFSA for 2024-2025.
- Your Student Aid Index (SAI) is either zero or a negative number, 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 bankruptcy proceedings.

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