



# Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32307-3100

DIVISION OF STUDENT AFFAIRS  
OFFICE OF FINANCIAL AID

TELEPHONE: (850) 599-3730

Document Submission: Student Portal

## 2023-2024 Special Circumstance Review Application

All applicants are required to complete this section. (The application will be returned if all applicable pages are not completed and submitted.)

Student ID # _____			
Student's Last Name _____	Student's First Name _____	Student's Middle Initial _____	
Local Street Address _____	City _____	State _____	Zip _____
( ) _____ Home Telephone Number	( ) _____ Work Telephone Number	( ) _____ Other Telephone Number	

This application should be used **AFTER** the 2023-2024 Free Application for Federal Student Aid (FAFSA) has been submitted. Complete this form **ONLY** if there has been recent unusual or extenuating circumstances, which have caused a significant decrease in your 2021 taxable or non-taxable income.

Each request for a special circumstance review is evaluated on an individual basis. In order to have your award re-evaluated; your initial award must be processed first. The number of special circumstance requests by this office may possibly cause a delay in reviewing your application. The student will be notified by mail of the decision.

Circumstances which might be considered unusual or extenuating may include (but not limited to) the following:

- A. Income Reduction
- B. Non-elective Medical/Dental expenses (not covered by insurance)
- C. Dependent Care expenses for family members with disabilities or handicapped
- D. Child Care expenses for Independent students only
- E. Unusual debts
- F. Professional Licensure

### PLEASE NOTE:

- 1) Submitting a special circumstance review application does not guarantee additional funding.
- 2) Current or future financial aid could be adjusted/revised if the documentation does not support the claim.
- 3) The Office of Financial Aid will review accordingly and advise.

Please select **ONLY ONE** of the appropriate boxes.

**A. INCOME REDUCTION**

Will your income and/or your parent(s)/spouse's income be less in the 2022 calendar year than reported on your FAFSA?  
Select one option.

1. **UNEMPLOYMENT** Effective Date \_\_\_\_\_ New Date of Employment \_\_\_\_\_

Required Documents: -Employment Verification Form (supplied with packet)  
-Certification of total 2021 unemployment benefits eligibility  
-2022 earnings up to the last date of employment (2020, 2021, 2022)  
-2021 Tax Return Transcript

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 2. **CHANGE IN EMPLOYMENT** Effective date \_\_\_\_\_

Required Documents: -Employment Verification Form (supplied with packet)  
-First and/or last date of employment  
-2021/2022 earnings up to the last date of employment  
-2022 Tax Return Transcript

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 3. **RETIREMENT** Effective date \_\_\_\_\_ (Circle year and include effective date information)

Required Documents: -Employment Verification Form (supplied with packet) -if military discharge, copy DD214  
-First and/or last date of employment -retirement statement for 2021/2022  
-2021/2022 earnings up to the last date of employment -Certification of unemployment benefits  
-2021/2022 Tax Return Transcript (if applicable)

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 4. **DIVORCE / SEPARATION** Effective date \_\_\_\_\_ (Circle year and include effective date information)

Required Documents: -Divorce -Copy of divorce decree  
-Separation -Copy of legal separation or  
- A notarized statement verifying separation  
-Rent and/or utility receipts for both parents  
-2021/2022 Tax Return Transcript (both parties)  
-2021/2022 W-2s (both parties)

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 5. **DEATH** Effective date \_\_\_\_\_

Required Documents: -Obituary -Copy of death decree

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 6. **DISABILITY** Effective date \_\_\_\_\_

Required Documents: -A letter from the doctor stating the nature and date of disability  
-Copy of expected social security benefits for 2022/2023

7. **LOSS OF BENEFITS AND/OR UNTAXED INCOME** Effective date \_\_\_\_\_

Child Support  Alimony  Workman's Comp  Social Security  Disability  Other

Required Document: Letter certifying appropriate loss on verifying letterhead  
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**B. NON ELECTIVE MEDICAL/DENTAL EXPENSES (NOT COVERED BY INSURANCE)**

1. How much did you/your parent(s) /spouse pay for medical/dental insurance in 2022?  
(Do not include employer's contribution.) \$ \_\_\_\_\_
2. Amount paid for 2022 medical/dental expenses NOT paid by insurance. \$ \_\_\_\_\_
3. Amount expected to pay for 2022 for medical/dental expenses NOT paid by insurance. \$ \_\_\_\_\_

**Unusual Medical/Dental Expenses**  
Medical/Dental expenses up to 11% of the family's income are already taken into account by the federal need analysis formula when determining financial aid eligibility. Therefore, only the portion of expenses which exceed 11% will be considered an unusual circumstance.

Required Documentation: -2022 Tax Return Transcript and all attachments **AND**  
-Paid receipts of medical and dental payments NOT covered by insurance  
**(HIGHLIGHT YOUR PORTION OF THE PAYMENT)**

**C. DEPENDENT CARE EXPENSES FOR FAMILY MEMBERS WITH DISABILITIES AND/OR HANDICAPPED**

1. Do you pay for elementary or secondary education expenses for a disabled or handicapped family member?  
Yes  No

List family member(s) and the amount of expenses for each by completing the grid below:

Family Member's Name	Age	Relationship	Elementary Ed Expense	Secondary Ed Expense	Total 2022 Expenses

2. Do you have dependent care expenses for elderly or disabled family member(s)? Yes  No

Family Member's Name	Age	Relationship	Total Care Expenses 2022

Required Documentation: -2022 Tax Return Transcript and all attachments  
-Paid receipts for payments made in 2022/2023  
-Letter from caregiver stating amount of payment for the 2022/2023 year

**D. CHILDCARE EXPENSES (INDEPENDENT STUDENTS ONLY)**

List your child(ren) enrolled in childcare and the amount paid below

Family Member's Name	Age	Total 2022 Expenses

Required Documentation: -2022 Tax Return Transcript  
-Receipts for payments made in 2022  
-Letter from daycare provider stating total fees paid by student in 2022

## ***E. UNUSUAL DEBTS***

NOTE: Debts like car, mortgage, credit cards and school loans are NOT unusual debts.

1. Did you have unusually high debts or loans due to unemployment, failed business, or emergency medical expenses during 2021 or 2022 for which you are currently making monthly payments?  Yes  No

If yes, provide the following information: (NOTE: If additional debts have been incurred, write the information on an additional sheet of paper and attach to this application.)

a. Type or cause of debt: \_\_\_\_\_

b. Owed by whom? \_\_\_\_\_

c. Amount of original debt: \$ \_\_\_\_\_

d. Date incurred (month/year): \_\_\_\_\_

e. Balance owed on debt: \$ \_\_\_\_\_

f. Date payments began (month/year): \_\_\_\_\_

g. Monthly payment: \$ \_\_\_\_\_

h. Holder of debt: \_\_\_\_\_

i. Date payments end (month/year): \_\_\_\_\_

j. Were these expenses higher in 2022 or will they be higher in 2023? Explain why:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

k. From what resources will you finance these expenses? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Required Documentation:    -Contract  
                                      -Lien  
                                      -Billing or payment summary from person, company, or agency to  
                                      which debt is owed

## ***F. PROFESSIONAL LICENSURE***

Students in a field of study which requires professional licensure (i.e. Law or Accounting) for practice in the profession may submit proof of payment for licensure examination for an adjustment in Cost of Attendance. Only the examination costs may be included; no preparatory costs will be considered.

# ESTIMATED INCOME FOR 2023 CALENDAR YEAR

## (Please complete applicable sections)

If you (the student) are divorced or separated, include only YOUR income information. If your parents are divorced or separated, include only your custodial parent's income information. If your custodial parent has remarried, you must include their spouse's income information. If the loss of income is due to the death of your (the student) spouse/parent, include only YOUR income information or the surviving parent's income information.

**NOTE: Write in zero (0) if an item does not apply (1/1/2023 – 12/31/2023)**

	Father	Mother	Student	Spouse
<b>Taxable: Wages, Salaries, and Tips</b>				
State Unemployment Benefits				
Pension				
Alimony				
Other (please specify)				
<b>Non-Taxable: Social Security Benefits</b>				
AFDC				
Child Support Received				
Other Untaxed Income/ Benefits				
<b>TOTAL ANTICIPATED INCOME</b>				
Cash & Savings				

## HOUSEHOLD SIZE AND NUMBER IN POST-SECONDARY SCHOOL

This section **MUST** be completed if your household size or number of family members enrolled in post-secondary education has changed since you completed the original FAFSA.

Write the number of people that your parents (or you and your spouse) will support between July 1, 2023 and June 30, 2024. Include yourself (the student) in this figure. Write in the number of people from the household who will be attending post-secondary school between July 1, 2023 and June 30, 2024. Include yourself (the student) but only include others if they are enrolled on at least a half-time basis in a degree or certificate program.

Total Number of Family Members: \_\_\_\_\_

Number in College: \_\_\_\_\_



## EMPLOYMENT VERIFICATION

Student's Name \_\_\_\_\_ SSN \_\_\_\_\_

Additional information is required in order to further process your request due to loss of employment in your family. Please sign below to authorize release of information and then give this form to your present or previous employer. When the employer completes this form, return it with all other forms to the address below.

If you are not presently employed, when was your last date of employment? \_\_\_\_\_

\_\_\_\_\_  
Employee's Name (Please Print) Relation to Student

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

### EMPLOYER SECTION: TO BE COMPLETED BY EMPLOYER (CURRENT/PREVIOUS)

Company's Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Name of person completing this section (Please Print): \_\_\_\_\_

Title: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Fax # \_\_\_\_\_ Date \_\_\_\_\_

#### *Please complete lines that apply:*

The individual name above is/was employed beginning: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_ Terminated employment Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_ Number of hours worked

\_\_\_\_\_ Reason for termination \_\_\_\_\_

\_\_\_\_\_ Still employed by the company

\_\_\_\_\_ Number of hours per week

Income: Hourly Rate of Pay: \_\_\_\_\_ Gross Salary \$ \_\_\_\_\_ Per \_\_\_\_\_

TOTAL EARNED YEAR-TO-DATE: \$ \_\_\_\_\_

Signature of person completing this section \_\_\_\_\_