



WHAT IS A SPECIAL CIRCUMSTANCES RE-EVALUATION?

Special Circumstances Re-Evaluation refers to the process of reviewing your financial aid application when you and/or your parent(s) or spouse experience a change in income or expenses that was not reflected on your Free Application for Federal Student Aid (FAFSA). When you apply for financial aid, income and asset information is used to determine how much can be contributed toward your educational expenses. Re-Evaluation may be appropriate when changes in income or assets are significant enough to result in increased aid eligibility.

WHAT ADJUSTMENTS MAY BE CONSIDERED?

Adjustments may be considered for loss of income* for the following reasons (FAFSA Changes):

- job termination/change/reduction of hours worked/retirement
- marriage/divorce/separation/death of spouse after FAFSA filing
- loss or reduction of taxable social security benefits
- loss or reduction of child support/alimony received
- adjustments to parent income for non-discretionary medical/dental/disability expenses paid during the tax year (must exceed 11% of the "Income Protection Allowance" – see page 18 of the EFC Formula).
- child support paid

**If you believe you qualify for a FAFSA Change Adjustment, please schedule an appointment with the Financial Aid Office to review your situation and required documentation for consideration.*

HOW DO I REQUEST A SPECIAL CIRCUMSTANCES RE-EVALUATION?

1. Complete a Free Application for Federal Student Aid (FAFSA) online at fafsa.ed.gov; AND
2. If requesting any changes to your FAFSA, contact the ASU Mid-South Financial Aid Office. If the Financial Aid Office determines that a Special Circumstances adjustment could benefit you, the request form will be provided at that appointment.
3. If requested, submit necessary supporting documentation. Additional documentation should not be submitted unless specifically requested by the Financial Aid Office.

Please note: The Financial Aid Office can only consider special circumstances when documentation is provided that will satisfy a review of your file by federal auditors.

HOW LONG WILL IT TAKE?

Your request for Special Circumstances Re-Evaluation cannot be processed until your original application for financial aid has been completed and verified (if requesting a change to the FAFSA). Please allow up to four to six weeks for processing the request after your original application has been processed and all the required documentation has been received.

WILL I GET MORE AID?

If Re-Evaluation results in increased eligibility for aid and if funds are available, you may receive additional assistance. If your Special Circumstances Re-Evaluation request results in increased eligibility, you may be asked to provide documentation (federal income tax documents) at the end of the calendar year to verify the accuracy of your income projections or projected expenses. If changes need to be made and these changes result in reduced eligibility, you may have to repay aid.



Student Information

Name: _____ Social Security #: _____

Address: _____ Date of Birth: _____

City: _____ State: _____ Zip: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

To appropriately estimate your family's income, please provide information below regarding all income projections for the current year. Each individual whose information is on the FAFSA must complete this form.

Individual's relationship to student:

- Father (or Stepfather) Mother (or Stepmother) Spouse Self

List employers for the current year:

Table with 5 columns: Employer, From, To, Wage/Salary, Hours per week

List other sources of income (retirement benefits, severance pay, etc.) for the current year:

Table with 2 columns: Source of Income, Amount

I understand that verification of my projections may be required at the end of the current year. If I underestimate my projected income, I understand that I may be required to repay aid.

I affirm that all of the information on this form is true and complete to the best of my knowledge. If asked by an authorized official to document actual earnings, I agree to provide proof of all information on this form which may include, but is not limited to: copies of Federal tax returns, schedules, and W-2 forms for the current year.

Signature of individual with information on form _____ Date _____