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Student's Name: \_\_\_\_\_ USF ID: U \_\_\_\_\_

**IMPORTANT:**

- This form, along with any attachments, must be completed and submitted to OFA no later than **June 30, 2025**.
- **If you turn in this form after January 31, 2025, you must also attach your 2024 tax transcript or tax return documents and all addendums.**
  - o **Non-filers must attach their 2024 Wage and Income Transcript. Tax documents can be requested from IRS.gov.**
- If a grade level change occurs within an aid year, aid for terms at the previous grade level will not be updated.
  - o The grade level used for this process is determined by term in which this request is fully processed, not initialized.
- This review request will only affect the 2024-2025 FAFSA.
- Due to yearly changes in FAFSA calculations, the results of previous or later review requests may not be identical.
- Only copies of documents should be submitted. Keep any originals for your own records, as they cannot be returned.
- Please visit <http://www.usf.edu/financial-aid/special-circumstances.aspx> for more information and additional forms.

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**Part 1: Reason for Change in Circumstances and Initial Documentation Needed**

**A.) \_\_\_ Reduction in Income/Unemployment**

At any point in the 2023 or 2024 calendar years, did your parent(s) have a reduction in income of at least 25%, become unemployed for at least 10 weeks, or lose a one-time benefit?

- Typewritten statement specifically explaining the change and any pertinent details of the situation
- Letter (on letterhead) from former employer(s) (or DD214 if military) indicating last date of employment
- Most Recent Paystub(s) (or Leave & Earnings Statement if military) for each parent on FAFSA
- Unemployment Benefits Statement (If reduction in income was due to unemployment)
- For loss of one-time benefit:
  - o Typewritten statement specifically explaining the change and any pertinent details of the situation
  - o 2023 tax transcript or tax return documents and all addendums

**B.) \_\_\_ Separation/Divorce/Death of Parent**

At any point between when you filed the FAFSA and June 30, 2025, did your parents become separated, divorced, or become deceased?

- Typewritten statement specifically explaining the change and any pertinent details of the situation
- Divorce Decree/Separation Paperwork OR Death Certificate/Obituary Publication/Funeral Program
- Custodial Parent's Wage & Income Transcript
- Custodial Parent's tax transcript or tax return documents and all addendums

**C.) \_\_\_ Medical/Dental Expenses**

During the 12 month income period reflected on your FAFSA, did your parent(s) have medical or dental expenses for any members of the household which were not covered/reimbursed by insurance? The uninsured medical expenses must have been included as itemized deductions on the student's Tax Return in the tax year the expenses incurred. Medical expenses must exceed the standard deductions for the tax year.

- Typewritten statement specifically explaining the change and any pertinent details of the situation
- Tax transcript or tax return documents and all addendums for year in which medical/dental expenses occurred
- Medical Addendum (see Addendum for additional documentation requirements)

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Part 2: Financial and Household Information

Check Yes or No
Do your 2023 taxes reflect your current financial situation?
Yes (Provide 2023 tax return transcripts & complete "Total 2023 Income" column)
No (Complete "Projected Total 2024 Income" column)

IMPORTANT: Do not leave any part of this section blank. Use "0" or "N/A" if an item does not apply.

Table with 3 columns: Description, Total 2023 Income, Projected 2024 Income. Rows include Parent 1 Taxed Income, Parent 2 Taxed Income, and Untaxed Income.

Part 3: Student & Parent Certification:

- I affirm that:
All the information provided in this request is true and accurate to the best of my knowledge.
The penalty for giving false information may include repaying any funds received.
Submitting this form does not guarantee the request will be approved.
An approved request does not guarantee that offered financial aid can be increased.
Any decision based on this request cannot be appealed to the Department of Education.
Signatures must be either a wet signature (in ink) or via DocuSign.
Electronically generated signatures such as those from tablets are not acceptable

Student (required): \_\_\_\_\_ / /

Parent (required): \_\_\_\_\_ / /
Print Name Signature Date