

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

## Instructions

You may request a Professional Judgment if your household's economic situation has been significantly affected due to unusual circumstances or if you are unable to present your parents' information. The Professional Judgment Request allows the Financial Aid Administrator to exercise discretion and adjust your FAFSA in order to recalculate your eligibility when unusual circumstances in your household are not appropriately addressed by the standardized federal student aid formulas and methodology. Examples of unusual circumstances include: loss of employment, medical expenses not covered by insurance, extraordinary dependent care expenses, divorce, and death of student's parent/spouse. Professional Judgments are granted on a one-time, case-by-case basis.

*Before submitting a Professional Judgment Request, you must complete the 2023-2024 Free Application for Federal Student Aid (FAFSA) and Verification Process for this academic year.*

## Required Documentation

In addition to the supporting documentation required based on your unusual circumstances, you must submit the following documents along with your request. If you are a dependent student, you must submit your and your parents' information. If you are an independent student and legally married, you must submit your and your spouse's information.

- ✓ Signed statement explaining the reason for your request. Include dates of the events, how your household has been affected and how you (and your parents/spouse) will be supporting your household.
- ✓ Signed copies of your 2021 and 2022 Income Tax Returns or Tax Return Transcripts\*
- ✓ Copies of your 2021 and 2022 W-2(s) and/or 1099(s)\*
- ✓ 2023-2024 Standard V1 Verification Worksheet

*\*If submitting request after January 1, 2024, a signed copy of the 2023 Income Tax Return/Tax Return Transcript and 2023 W-2(s)/1099(s) must be submitted as well. Additional documentation may be required during the request review to resolve any conflictive information.*

### Required Supporting Documentation by Unusual Circumstances

<input type="checkbox"/> <b>Loss of income due to employment changes or significant reduction of recurrent income</b>  <i>Note: There is a waiting period of 10 weeks from date of employment termination or income reduction. If you are self-employed, earn bonuses or commission, your request may not be accurately evaluated without copy of your 2022 Tax Return.</i>	<input type="checkbox"/> Unemployment benefits certification with history of benefit amount received, amounts to be received and period of eligibility. If not receiving unemployment benefits, submit denial letter. <input type="checkbox"/> Letter from former employer stating date of termination and amount of benefits/severance paid. <input type="checkbox"/> Letter from employer(s) certifying reduction in income, date of reduction. <input type="checkbox"/> Letter from new employer stating employment starting date and employee type. <input type="checkbox"/> Copy of last paystub(s) from former employer(s) and current employer(s), if applicable. <input type="checkbox"/> Letter from former employer stating date of retirement and amount of benefits/severance paid. <input type="checkbox"/> Documentation on retirement pension or annuity benefits to be received. <input type="checkbox"/> If a benefit such as child support, alimony, Social Security pension, Unemployment Benefits, Worker's compensation or Disability was reduced or terminated, submit documentation with original monthly amount, date of benefit termination, date of new reduced amount and new amount.
<input type="checkbox"/> <b>Dependency Override</b>  <i>Student is unable to provide parent's information.</i>	<input type="checkbox"/> Provide documentation confirming abandonment by parents, an abusive family environment that threatens the student's health or safety, or the student being unable to locate the parents. <input type="checkbox"/> Copy of parents' Death Certificates <input type="checkbox"/> Letters from knowledgeable third parties (school counselors, clergy, social workers, prison administrators, etc) certifying student's situation. Must be submitted in official letterhead. <input type="checkbox"/> Lease/Rent receipts or other documentation regarding student's living arrangements <input type="checkbox"/> Documentation of other untaxed income or in-kind support received by the student <input type="checkbox"/> Utility bills, health insurance policy, etc. <input type="checkbox"/> Copy of court documents
<input type="checkbox"/> <b>Unusually High Medical Expenses not covered by Health Insurance</b>	<input type="checkbox"/> Documentation of costs not covered by the Health Insurance Company <input type="checkbox"/> Receipts for payments, bank account statement clearly showing payments, canceled checks <input type="checkbox"/> IRS 1040 Schedule A (Itemized Deductions)

<input type="checkbox"/> <b>Separation or Divorce</b>  <i>Only if you have separated or divorced after filing the 2023-2024 FAFSA</i>	<input type="checkbox"/> If separation: <ul style="list-style-type: none"> <li>○ Separation agreement</li> <li>○ Proof of parent or spouse residing in <u>separated</u> residences (copy of leases, utility bills showing a different address, etc.)</li> <li>○ Other Court documents such as restraining orders.</li> </ul> <input type="checkbox"/> If divorce: Copy of divorce decree <input type="checkbox"/> Copy of all W-2s (1099s) must be submitted to verify separation of income
<input type="checkbox"/> <b>Death of Parent or Spouse</b>  <i>Only if occurred after filing the 2023-2024 FAFSA</i>	<input type="checkbox"/> Copy of Death Certificate or obituary notice <input type="checkbox"/> Documentation confirming relation of deceased with student <input type="checkbox"/> Benefits that will be received by the surviving relatives (Social Security, Life Insurance, etc.)
<input type="checkbox"/> <b>Other</b> (eg. one-time income): _____	<input type="checkbox"/> Documentation supporting the special circumstances or the one-time income (eg. IRS 1099-R Distribution from pension, annuities and other retirement plans)

### Income Declaration

Complete the following section to certify income received during 2022 and estimated income for 2023.

Income Source	2022		2023	
	Student	Spouse/ Parents	Student	Spouse/ Parents
Wages, Salaries, Tips	\$	\$	\$	\$
Unemployment Compensation	\$	\$	\$	\$
Pension	\$	\$	\$	\$
Veteran's Benefits (non-educational)	\$	\$	\$	\$
Disability Benefits	\$	\$	\$	\$
Worker's Compensation	\$	\$	\$	\$
Family support	\$	\$	\$	\$
Child Support	\$	\$	\$	\$
Alimony	\$	\$	\$	\$
Current amount Checking/Savings	\$	\$	\$	\$
Current net worth real state/investment	\$	\$	\$	\$
Current net worth of farm or business	\$	\$	\$	\$
Other Income:				
_____	\$	\$	\$	\$
_____	\$	\$	\$	\$
Food Stamps **	\$	\$	\$	\$
Social Security **	\$	\$	\$	\$

*\*\*These benefits will not be reported in your FAFSA but you must notify the amount of the benefits received/expected.*

*I, hereby, certify that all information submitted in this request is true and complete to the best of my knowledge. I understand that providing incorrect or fraudulent information is punishable by federal law and will make me accountable for the repayment of any funds received. I also understand that the Financial Aid Administrator decision's is **final** and that, in some cases, the approval of a Professional Judgment does not guarantee that additional aid will be awarded.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Spouse's Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

**FINANCIAL AID OFFICE USE ONLY**

**Decision:**  Approved  Denied **Reason:** \_\_\_\_\_

**FAO Signature:** \_\_\_\_\_ **FAD Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Old EFC:** \_\_\_\_\_ **New EFC:** \_\_\_\_\_ **New Awarding Date:** \_\_\_\_\_ **Notification Date:** \_\_\_\_\_