



Student Name: _____ Student ID# _____

2021-2022 PROFESSIONAL JUDGMENT APPEAL REQUEST

There are instances when a student's Free Application for Federal Student Aid (FAFSA) may not reflect the family's current situation. These are special circumstances that can be considered that may impact the student's financial aid eligibility. In these rare cases, a financial aid administrator may exercise professional judgment to adjust the student's Cost of Attendance or the data that determines the student's Expected Family Contribution.

There must be a significant change to the family's income to be considered for a Professional Judgment. Commonly, the reduction in family income is the result of one or more of the following scenarios:

- Loss of employment or change in employment resulting in a decrease in annual income
- Divorce or separation
- Death of a parent or spouse
- Excessive medical/dental expenses not covered by insurance
- Loss of untaxed income or benefits such as child support

Professional Judgment appeals are reviewed on a case-by-case basis and require a letter of explanation and supporting documentation. You must submit **all** required documentation for the Professional Judgment to be reviewed. **NOTE: You are required to complete the verification process prior to processing your professional judgment.**

Please review the options below and check all circumstances that apply and submit all required documents:

Decrease in Income after January 1, 2020, as a result of job, retirement, death/disability, or other wage reduction

- **REQUIRED DOCUMENTS:**
 - Separation notice listing last date of employment
 - Copy of last pay stub
 - Documentation of severance/benefits/unemployment compensation
 - Copy of your and/or parent's 2019 IRS Tax Return Transcript or signed IRS Tax Return and W2(s)
 - All supporting documentation

Divorce or Separation

- **REQUIRED DOCUMENTS:**
 - Copy of separation, divorce decree or copy of mortgage/lease proving separate residences
 - Copy of your and/or parent's 2019 IRS Tax Return Transcript or signed IRS Tax Return and W2(s)

Death of a Parent or Spouse

- **REQUIRED DOCUMENTS:**
 - Death certificate of the deceased individual
 - Document of any death benefits received
 - Copy of your and/or parent's 2019 IRS Tax Return Transcript or signed IRS Tax Return and W2(s)

Excessive medical/dental expenses not covered by insurance and were paid out of pocket

- **DO NOT** include payments for health insurance premiums.
- **REQUIRED DOCUMENTS:**
 - Itemized list of medical expenses not covered by insurance and paid out of pocket
 - Proof of payment (receipts/cancelled checks)
 - Copy of your and/or parent's 2019 IRS Tax Return Transcript or signed IRS Tax Return and W2(s)



Other special or unusual circumstance(s)

- If your concern is not covered in any of the above options, please give us a brief summary below of your concern. Attach a separate page if more space is needed.

You must provide third party documents to substantiate your request, e.g., death certificate, divorce or separation document, employment termination letter, last pay stub reflecting year to date earnings, verification of unemployment compensation, etc. Please include a copy of your and/or Parent's 2019 Federal Tax Return Transcript (from www.irs.gov/transcript) or a signed Federal Tax Return.

Please submit this form and all supporting documentation. Please include your Student ID on all documents and do not send any sensitive or confidential data (social security numbers, sensitive financial information including account numbers, etc.) via email.

WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

Certifications and Signatures

By signing this form, I declare that all information on this form is true and correct and all sources of income have been reported to the best of my knowledge.

Student Signature

Date