

## 2023-2024 PROCEDURES TO REQUEST PROFESSIONAL JUDGEMENT DUE TO SPECIAL CIRCUMSTANCES

When your financial aid was determined for the 2023-2024 award year, it was based on the information you provided on the Free Application for Federal Student Aid (FAFSA) for calendar year 2021. Unfortunately, families sometimes experience extenuating circumstances that affect their household financial situation. Some of these circumstances have a direct effect on the family's ability to pay towards the student's education. The Financial Aid Office will re-evaluate your financial aid eligibility only after receiving all requested and required documentation. Financial Aid may use professional judgment, as long as it is within the intent of the law. Your request will be given careful consideration and will extend the processing time. Financial Aid is NOT required to adjust awards. Making a request for a review of special circumstances does not guarantee an increase in funding.

### All Professional Judgment submissions require the following:

#### Dependent Students – Student and Parents/Stepparent

#### Independent Students – Student and Spouse (if applicable)

- 2022 or 2023 Tax Return (signed & dated)
- 2022 or 2023 ALL W2s
- Detailed statement explaining your circumstances and request

### Reason for Request and Additional Documentation Required:

#### Please check the reason which best applies to your request for Professional Judgment.

Examples of documentation are listed below for common Professional Judgment reasons: **however additional information may also be requested from you.**

Please note: Although each family's situation is reviewed on an individual basis, the following reasons generally do not result in a change to financial aid eligibility: bankruptcy (Chapter 7), foreclosure, private primary and secondary school tuition.

**Loss/Reduction of Income**

- Provide a copy of 2022 or 2023 Tax Return or Tax Return Transcript
- Provide ALL W2's 2022 or 2023
- If student or parent were non-filers, provide a letter of non-filing or a statement (Parent or Independent students only)

**Death of Parent or Spouse**

**Date of Death:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- Copy of Death Certificate

**Divorce/Legal Separation**

**Effective Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- Copy of divorce decree or verification of filing for divorce
- Copy of 2022 or 2023 W-2 forms if joint tax return was filed.
- If a joint return was filed, indicate which parent will remain on the FAFSA application
- If this is the 2nd continuous year of separation we require proof of separate households, i.e. utility bills or lease agreement

**Other**

- Please include a detailed statement explaining your circumstances

2023-2024

REQUEST FOR PROFESSIONAL JUDGMENT FORM

Student Name (printed): \_\_\_\_\_

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

Student Phone: \_\_\_\_\_

Parent phone: \_\_\_\_\_

Income Data

<i>INCOME</i>	<i>Indicate which year will be used:</i>
If you are dependent, student and parental information is required. If you are independent and married, student and spousal information is required.	<input type="checkbox"/> 2022 Year -- <b>OR</b> -- <input type="checkbox"/> 2023 Year
Parent 1 gross wages, salaries, tips (including severance pay, disability payments and other income from work)	\$ _____
Parent 2 gross wages, salaries, tips (including severance pay, disability payments and other income from work)	\$ _____
Student's gross wages, salaries, tips (including severance pay, disability payments and other income from work)	\$ _____
Spouse's gross wages, salaries, tips (including severance pay, disability payments and other income from work)	\$ _____
Other Taxable Income (including unemployment):	\$ _____
Other Untaxable Income & Benefits received (child support, disability, L & I, rent/food/utilities and/or money received on your behalf)	\$ _____

Student's/Parent's detailed statement explaining circumstances change:

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I certify that the above is a true and complete statement of my financial circumstances

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

(Required if student is dependent)

OFFICE USE ONLY

Date	FAA	Approved	Denied
Denial Reason		Method of student notification	