

Professional Judgment Appeal Form for Special Circumstances

The purpose of the Professional Judgment Appeal is to better assess the financial situations of students who have extenuating circumstances that the standard Federal financial aid formula of analyzing need does not consider. We will evaluate appeals for special circumstances on a case-by-case basis when there are instances that the base year income does not accurately reflect. Submission of this appeal form does not guarantee a favorable change in your financial aid eligibility or award.

Name: _____ Student ID#: _____
(Please Print)

Phone #: _____ Date: _____

All students who wish to file an appeal based on special circumstances are required to complete verification documents and submit the following. Additional information or documentation may be required after an initial review of your appeal.

1. **Verification Worksheet**
2. **Signed copy of your most recent Federal Tax Return, with any schedules**
3. **Check the type of Special Circumstances that you wish to document for financial aid consideration**
4. **Submit the completed form with all required documentation as indicated. Incomplete applications will be returned**

Separation from Work due to Layoff or Termination

- Submit a letter or form on company letterhead documenting separation from employer, including last date of work
- Submit year-to-date documentation of income: last pay stub, documentation of severance pay, unemployment benefits, public assistance, social security, pension distribution
- Complete estimated income section on the last page of this form

Change in Job Status

Worked full-time for all or part of the year and now work part-time or have a reduction in wages.

No adjustments for loss of overtime will be considered before W-2 forms are issued; unless the employer issues a written statement that there will be no overtime paid for the year.

- Submit a letter of separation or job status change from employer.
- Submit year-to-date documentation of income (most recent pay stubs from all employers).
- Complete estimated income section on the last page of this form

Loss of Benefits or Non-Recurring Income

Benefits received are reduced or lost.

- Submit a letter of reduction or termination indicating date of loss or reduction.
- Documentation of expected benefits.
- Documentation of loss of Social Security benefits due to child turning 18, if applicable.
- For non-recurring or one time income submit documentation indicating type and amount of income (IRA distribution, pension distribution, inheritance, moving expense allowance, etc). Document how funds were spent or invested.

Death of Spouse

- Submit copy of death certificate.
- You must submit estimated income documentation to verify your totals, such as, last pay stub with year-to-date total, life insurance payments, etc. Only the income of the surviving spouse should be used.

Marital Separation, Pending Divorce or Divorce

Parties must live in separate residences.

- Submit documentation of separation (legal separation documentation, attorney's letter, or documentation of separate residences). If there are no court documents for a separation you may submit a signed notarized statement.
- Submit court documentation for divorce.
- Documentation of Total Net Worth of Liquid Assets to be received.
- Documentation of Child Support and Amount of Alimony to be received.

Statement of Estimated Income for the Current Year

		Annual Amounts
Projected Taxable Income:	Student's Monthly Wages: _____	\$ _____
	Spouse's Monthly Wages: _____	\$ _____
Other Taxable Income:	Source: _____	\$ _____
	Source: _____	\$ _____
Projected Untaxed Income and Benefits:	Source: _____	\$ _____
	Source: _____	\$ _____

I (we) certify that all information reported on this form is complete and accurate.

Student's Signature

Date

Spouse's Signature

Date