

**PENSACOLA STATE  
COLLEGE**

**FINANCIAL AID/VETERAN SERVICES/SCHOLARSHIPS**

**Parent Professional Judgment Request  
To Recalculate Expected Family Contribution (EFC)  
2012 – 2013**

**INSTRUCTIONS:** According to federal laws and regulations, a family's 2011 income is used to assess financial need for the 2012-2013 school year. If your 2012 income is substantially lower due to unusual circumstances, a financial aid administrator may be able to use the 2012 income to assess financial need. Please provide information regarding your reduction in income by completing this form and submitting required documentation. NOTE: If you submit this form after December 31, 2012, you must provide a copy of your 2012 IRS Tax Transcript.

(Please print)

**Student Name** \_\_\_\_\_

**Last**

**First**

**M.I.**

**SSN\*** \_\_\_\_\_

**Student ID** \_\_\_\_\_

(see note below)

**Father's Name** \_\_\_\_\_

**Last**

**First**

**M.I.**

**SSN** \_\_\_\_\_

**SID** \_\_\_\_\_

**Step-father's Name** \_\_\_\_\_

**Last**

**First**

**M.I.**

**SSN** \_\_\_\_\_

**SID** \_\_\_\_\_

**Mother's Name** \_\_\_\_\_

**Last**

**First**

**M.I.**

**SSN** \_\_\_\_\_

**SID** \_\_\_\_\_

**Step-mother's Name** \_\_\_\_\_

**Last**

**First**

**M.I.**

**SSN** \_\_\_\_\_

**SID** \_\_\_\_\_

Indicate the reason(s) for your reduction in income on page 2. Complete all required sections on page 3.

**Please attach the following required documentation:**

- Letter of Explanation: Why are you requesting a Professional Judgment? What unusual circumstances have occurred causing you to request a Professional Judgment?
- Signed and Completed Verification Worksheet  
(<http://www.pensacolastate.edu/students/studentFormsApps.asp>)
- Signed copy of 2011 IRS Tax Transcript and W2's
- Signed copy of 2012 IRS Tax Transcript and W2's (if submitting this information after December 31, 2012)

**Include additional documentation as applicable:**

- Other Supporting Documents (examples include)
  - Lay-off Slip/Letter from employer
  - Unemployment Benefits Statement
  - Disability Documentation
  - Worker's Compensation
  - Divorce Documentation / Legal Separation Documentation
  - Death Certificate(s)
  - Social Security Statement
  - Child Support Statement

**Mark all that apply and attach the required documentation.**

<b>Loss of Income from Work.</b> Complete sections A, B, C, and D on page 3. Period of unemployment (dates): <b>From</b> _____ <b>To</b> _____	
	<b>Layoff.</b> Provide a letter from employer reflecting layoff date and anticipated return.
	<b>Plant closing.</b> Provide a letter from employer reflecting effective date of closing.
	<b>Termination.</b> Provide a letter from employer reflecting date of termination. If this is not available, provide documentation from local unemployment office.
	<b>Disability.</b> Date of disability (mm/dd/yy) _____ Attach physician's statement as medical documentation to substantiate the disability.
	<b>Other.</b> Please specify and provide appropriate documentation.
<b>Loss of Taxable Income.</b> Complete sections A, B, C, and D on page 3.	
	<b>Alimony.</b> Provide court document(s) reflecting date of divorce.
	<b>Unemployment.</b> Provide a letter from the unemployment office reflecting termination date.
	<b>Other.</b> Please specify and provide appropriate documentation.
<b>Loss of Untaxed Income.</b> Complete sections A, B, C, and D on page 3.	
	<b>Social Security.</b> Provide Social Security Administration Notification of Termination of Benefits.
	<b>Child Support.</b> Provide a letter or court documentation reflecting termination date of benefits.
	<b>Worker's Compensation.</b> Provide a letter from Bureau of Worker's Compensation reflecting termination date.
	<b>Other.</b> Please specify and provide appropriate documentation.
<b>Divorce or death of spouse.</b> After submitting your FAFSA application, you have divorced or become widowed. Date occurred (mm/dd/yy) _____. Give only your information when completing sections A, B, C, and D on page 3. Attach a copy of the divorce decree or copy of spouse's death certificate and your W-2 forms.	
<b>Separation.</b> Since applying for financial aid, you have begun the legal process of separated with the intention of divorcing. Date of separation (mm/dd/yy) _____. Current address of spouse: _____ Furnish statement from your attorney reflecting the date you retained his/her services.	
<b>One-time income</b> (i.e. inheritance, moving expense allowance, back-year Social Security payments, or lump sum retirement or IRS distribution). You must attach documentation that identifies source and amount of income and how funds were spent or invested. Complete sections A, B, C, and D on page 3.	
<b>Other Unusual Expenses Paid</b>	
	<b>Medical or dental expenses.</b> Identify medical or dental expenses for the 2011 calendar year that are not covered by insurance and exceeded 10% of your total income. Provide a copy of Schedule A of 2011 IRS Tax Transcript or copies of canceled checks for 2011 and documentation of total amount paid by insurance in 2011.
	<b>Elementary and secondary education paid.</b> You paid for elementary, middle and/or high school tuition in the 2011 calendar year for dependents in your family. Provide a letter from the school stating amount you have paid for tuition. Identify the dependent(s) by name(s).

- A. Report all income you have actually received from January 1, 2012 through today. Then estimate all income you expect to receive through December 31, 2012.

**YOU MUST ATTACH DOCUMENTATION OF ALL INCOME.** Documentation could include recent pay stubs with recent year-to-date earnings, W-2 forms, a letter from an employer stating your total earnings, an estimate of future income, etc. If submitting this after December 31, 2012, you must also attach a signed copy of your filed 2012 IRS Tax Transcript. **You must also accurately complete the following information:**

**Professional Judgment: Parent Monthly Income Resource Statement 2012.**

- B. Current asset information:
- Current amount of cash, savings, and checking \$ \_\_\_\_\_  
 (Not including any past financial aid)
- Current value of your real estate / investments \$ \_\_\_\_\_  
 (DO NOT INCLUDE YOUR HOME)
- Current debt on your real estate / investments \$ \_\_\_\_\_  
 (DO NOT INCLUDE YOUR HOME)
- Current value of your farm / business \$ \_\_\_\_\_
- Current debt on your farm / business \$ \_\_\_\_\_

Do you materially participate in the operation of the farm? (Circle one): YES NO

- C. Household information:
- |    | <u>Name</u> | <u>Relationship to Student</u> | <u>Age</u> | <u>Name of College</u> |
|----|-------------|--------------------------------|------------|------------------------|
| 1. | _____       | _____                          | _____      | _____                  |
| 2. | _____       | _____                          | _____      | _____                  |
| 3. | _____       | _____                          | _____      | _____                  |
| 4. | _____       | _____                          | _____      | _____                  |
| 5. | _____       | _____                          | _____      | _____                  |

- D. **CERTIFICATION:** I am requesting that the Pensacola State College Financial Aid Administrator review my circumstances to determine if the reported income may be adjusted for aid awarding purposes due to the above documented circumstances. I am aware this request may take approximately four weeks to review. I understand that **if** a favorable decision is reached, the Financial Aid office must then submit Electronic Corrections to the U.S. Department of Education Federal Central Processing Service, which will take an additional week. I also understand the decision of the Financial Aid Administrator is not appealable to the U.S. Department of Education (see Student Guide 2012-2013).

I certify that the information provided above is true and complete to the best of my knowledge. I agree to provide documentation to support the information that I have given on this form as required by the Financial Aid office. I also realize that if I do not provide the documentation requested, I will not receive Professional Judgment consideration.

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

\_\_\_\_\_  
 Parent's Signature(s) Date

**PENSACOLA STATE  
COLLEGE**

**FINANCIAL AID/VETERAN SERVICES/SCHOLARSHIPS**

**Parent Estimated Year Income Statement  
2012-2013**

You have indicated a change in your income in 2012. Please provide the following information:

1. Date employment ceased (if applicable)		_____
2. Projected income earned by parent(s) from 01/01/12 to 12/31/12	\$	_____
3. Parent's projected taxable income (other than earned wages) expected from 01/01/12 to 12/31/12 (unemployment compensation, interest income, etc.)	\$	_____
4. Projected non-taxable income from 01/01/12 to 12/31/12 from the following sources:		_____
A. Deductible IRA and/or Keogh payments	\$	_____
B. Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings). Include untaxed portions of 401(K) and 403 (B) plans.	\$	_____
C. Social Security Benefits	\$	_____
D. Child Support	\$	_____
E. TANF / Welfare Benefits	\$	_____
F. Untaxed portions of pensions (excluding "rollovers")	\$	_____
G. Other projected untaxed income and benefits (explain and provide expected amount(s) to be received in 2012, such as worker's compensation, foreign income exclusion, etc.)	\$	_____

**Please provide copies of written documentation that support the information that you have provided.**

<b>CERTIFICATION</b>	
I (We) certify that information listed above is a complete and accurate breakdown of all expected income, taxed and untaxed, for the calendar year 2012.	
<b>I (We) further certify that if any information of the above information changes; I will notify the Financial Aid/Veterans Affairs office in writing of the changes.</b>	
Father's Signature _____	Date: _____
Mother's Signature _____	Date: _____