

FINANCIAL AID/VETERAN SERVICES/SCHOLARSHIPS Professional Judgment Request Form 2016 – 2017

INSTRUCTIONS:

According to federal laws and regulations, a family's 2015 income is used to assess financial need for the 2016-2017 school year. Professional Judgment refers to the school's authority to make adjustments to the data elements reported on the Free Application for Federal Student Aid (FAFSA) to recalculate the Expected Family Contribution (EFC). If a student is required to first appeal for federal aid reinstatement, that process must be completed prior to a Professional Judgment evaluation.

Student Name: Last, First, M.I.	Student SSN/ID#	
Father/Step-father Name: Last, First, M.I.	SSN*	
Mother/Step-mother Name: Last, First, M.I.	SSN*	

If you believe you have a special circumstance, you may request the Financial Aid Office to re-evaluate your family's ability to pay the cost to attend college. In order to do so, you and your family must complete the attached form and provide **documentation of your situation**.

Please attach the following required documentation:

- Dependent Students (students required to provide parental information on FAFSA) must submit the following documents:
 - 1. Student/Parent/Stepparent(s) 2015 IRS Tax Return Transcripts and all 2015 W-2 forms.
 - 2. Student/Parent/Stepparent(s) copy of 2016 IRS Tax Return Transcripts and all 2016 W-2 forms (if submitting this information <u>after</u> Dec. 31, 2016).
 - 3. 1099 forms as proof of other income or Pension/IRA/Annuity payments.
 - 4. If the parental Professional Judgment is for recent separation from the Armed Forces, a copy of the parent's DD-214 form.
 - 5. Completed 2016-2017 Dependent Verification Document.
- Independent Students (students not required to provide parental information on FAFSA) must submit the following documents:
 - 1. Student/Spouse 2015 IRS Tax Return Transcripts and all 2015 W-2 forms.
 - 2. Student/Spouse 2016 IRS Tax Return Transcripts and all 2016 W-2 forms (if submitting this information <u>after</u> Dec. 31, 2016).
 - 3. 1099 forms as proof of other income or Pension/IRA/Annuity payments.
 - 4. If the student Professional Judgment is for recent separation from the Armed Forces, a copy of the student's/spouse's DD-214 form.
 - 5. Completed 2016-2017 Independent Verification Document.

Examples of Documentation to Submit:

-Layoff notice or letter from employer	-Proof of current income	-Proof of Marital Status
-Proof of unemployment benefits	-Death Certificate	
-Medical records, proof of disability benefits	-Workers Compensation	
-Social Security Statement	-Child Support Statement	
-Divorce decree or legal separation documents or letter from attorney stating marital status of parties involved.		

-Proof of out-of-pocket expenses paid in 2015 (childcare/eldercare/medical/dental).

NOTE: The Financial Aid Office will re-evaluate your financial aid eligibility <u>**ONLY**</u> after receiving all requested and required documentation.

Student Checklist Please submit this checklist with your completed Professional Judgment Request Form

Completed Request Form (Mandatory)		Mark		
			Yes	No
De	nenø	dent Students:		
DC	-	Attach copies of Student/Parent/Stepparent(s) 2015 IRS Tax Return Transcripts		
	2.	Attach copies of Student/Parent/Stepparent(s) 2015 W-2 forms		
	2. 3.	Attach copies of Student/Parent/Stepparent(s) 2015 (V 2 forms as proof of other income or		
	5.	Pension/IRA/Annuity payments		
	4.	If the parental Professional Judgment Request is for a recent separation from the Armed		
		Forces, provide a copy of the parent's DD-214 form		
	5.	Complete a 2016-2017 Dependent Verification Document		
	6.	Attach copies of Student/Parent/Stepparent(s) 2016 IRS Tax Return Transcripts and 2016		
		W-2 forms (if the Professional Judgment request is submitted <u>after</u> December 31, 2016)		
	7.	Latest pay stub for Student/Parent/Stepparent(s)		
Ind		ndent Students:		
	1.	I I I I I I I I I I I I I I I I I I I		
	2.	Attach copies of Student/Spouse 2015 W-2 forms		
	3.	Attach copies of Student/Spouse 1099 forms as proof of other income or		
		Pension/IRA/Annuity payments		
	4.	If the Professional Judgment Request is for a recent separation from the Armed Forces,		
	-	provide a copy of the student/spouse DD-214 form		
	5.	Complete a 2016-2017 Independent Verification Document		
	6.	Attach copies of Student/Spouse 2016 IRS Tax Return Transcripts and 2016 W-2 forms		
	-	(if the Professional Judgment request is submitted <u>after</u> December 31, 2016)		
	7.	Latest pay stub for Student/Spouse		
Ex	amp	les of documentation to submit:		
•	-	of of Unemployment Compensation from issuing authority		
•		yoff/Termination notice or letter from employer		
•	•	of of Marital Status (marriage license/divorce decrees/legal separation documents)		
		professional judgments involving marital issues		
•		ath certificates for professional judgments involving death issues		
•		terans Administration documentation for cases involving V.A. disability compensation awards		
•		orkers Compensation documentation		
•		cial Security statements for all social security recipients		
-	Copies of medical record documentation as required			
-		of of Child Support received		
•	F10			

These are the routine documents required for various professional judgment packages. The Financial Aid Office may request additional documentation based upon their review.

Student's Name: ______ SSN:* _

STEP ONE: Estimated Income for Current Calendar Year

Please provide anticipated taxable and untaxable income in the table below. If you are an independent student (divorced/separated), include only your income information. If you are a dependent student and your parents are divorced or separated, include only your custodial parent's income information. If your custodial parent has remarried, include their spouse's income information as well. Write zero (0) if item doesn't apply.

		БСТІМАТЕР	ΤΟΤΑΙ
ESTIMATED INCOME FOR	ACTUAL Jan. 1, 2016 to today	ESTIMATED Today to Dec. 31, 2016	TOTAL (Actual + Estimated)
January 1, 2016 to December 31, 2016	· · · · · · · · · · · · · · · · · · ·	-	(Flotual + Estimated)
Dependent: (Students required to provide p	arental information of	n FAFSA)	
Father/Step-father's gross wages, salaries,	¢	¢	Φ
tips (include severance pay, disability	\$	\$	\$
payments and other income from work)			
Mother/Step-mother's gross wages, salaries,			
tips (include severance pay, disability	\$	\$	\$
payments and other income from work)			
Other Taxable Income (unemployment)	\$	\$	\$
Other Untaxable Income & Benefits:			
Payments to Tax-Deferred pension and	\$	\$	\$
saving plan			
• IRA deductions/payment to SEP, SIMPLE,			
KeoghChild Support Received			
Tax Exempt Interest Income			
Untaxed Portions of IRA distributions			
Untaxed Pension and Annuity Income			
Housing, food and other living allowances			
paid to you			
Non-educational Veterans Benefits			
Worker's Compensation/Disability			
Bills paid on your behalf			
Independent: (Students not required to pro	vide parental informat	ion on FAFSA)	
Student's gross wages, salaries, tips (include			.
severance pay, disability payments and	\$	\$	\$
other income from work)			
Spouse's gross wages, salaries, tips (include			
severance pay, disability payments and	\$	\$	\$
other income from work)			
Other Taxable Income (unemployment)	\$	\$	\$
Other Untaxable Income & Benefits:			
Payments to Tax-Deferred pension and	\$	\$	\$
saving plan			
• IRA deductions/payment to SEP, SIMPLE,			
KeoghChild Support Received			
Tax Exempt Interest Income			
 Untaxed Portions of IRA distributions 			
Untaxed Pension and Annuity Income			
Housing, food and other living allowances			
paid to you			
Non-educational Veterans Benefits			
Worker's Compensation/Disability			
• Bills paid on your behalf			

SSN:*

STEP TWO: Explanation of Special Circumstances (below)

Please provide a detailed statement of explanation regarding your current situation for which you are asking us to consider making adjustments. Please remember to include applicable dates and any documentation supporting your circumstances. If sufficient documentation is not provided, the Professional Judgment will be denied as the application will be determined incomplete.

Please print:

STEP THREE: Certification

By signing below, I certify that the information provided on this form is true and correct to the best of my knowledge. I understand that completing this form does not guarantee financial aid will be increased. I agree that if requested, I will provide documentation to support the information provided on this form. I understand the Financial Aid Office reserves the right to review all requests on a case by case basis and make adjustments if deemed appropriate and that this decision is final. There is no appeal to USDOE available.

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

Student Signature (Required)	Date
Parent Signature (Required if dependent)	Date
FOR FA/VA OFFICE USE ONLY: Comments	
FA/VA Staff	Date