



**FINANCIAL AID/VETERAN SERVICES/SCHOLARSHIPS**  
**Professional Judgment Request Form**  
**2014-2015**

**INSTRUCTIONS:**

According to federal laws and regulations, a family's 2013 income is used to assess financial need for the 2014-2015 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).

(Please print):

\_\_\_\_\_  
**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) copy of 2013 Tax Return Transcripts and all W2s.
  2. Student/Parent/Stepparent (s) copy of 2014 Tax Return Transcripts and all W2s (if submitting this information **after** Dec. 31, 2014).
  3. Student/Parent/Stepparent(s) copies of most recent pay stubs.
  4. 2014-2015 Dependent Verification Document.
- **Independent Students (students not required to provide parental information on FAFSA) must submit the following documents:**
  1. Student/Spouse copy of 2013 Tax Return Transcript and all W2s.
  2. Student/Spouse copy of 2014 Tax Return Transcripts and all W2s (if submitting this information **after** Dec. 31, 2014).
  3. Student/Spouse copies of most recent pay stubs.
  4. 2014-2015 Independent Verification Document.

**Examples of Documentation to Submit:**

- |   |                          |
|---|--------------------------|
| -Layoff notice or letter from employer  | -Proof of current income |
| -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 2013 (childcare/eldercare/medical/dental).                               |                          |
| -Marital Status   |                          |

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

Student's Name: \_\_\_\_\_ SSN: \* \_\_\_\_\_

**STEP ONE: Projected Year Income**

If you are dependent, parental information is required.

If you are independent, student and spousal (if married) information is required.

<b>PROJECTED INCOME FOR January 1, 2014 to December 31, 2014</b>	<b>ACTUAL Jan. 1, 2014 to today</b>	<b>ESTIMATED Today to Dec. 31, 2014</b>	<b>TOTAL (Actual + Estimated)</b>
<b><i>Dependent: (Students required to provide parental information on FAFSA)</i></b>			
Father/Step-father's gross wages, salaries, 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: <ul style="list-style-type: none"> <li>• Payments to Tax-Deferred pension and saving plan</li> <li>• IRA deductions/payment to SEP, SIMPLE, Keogh</li> <li>• Child Support Received</li> <li>• Tax Exempt Interest Income</li> <li>• Untaxed Portions of IRA distributions</li> <li>• Untaxed Pension and Annuity Income</li> <li>• Housing, food and other living allowances paid to you</li> <li>• Non-educational Veterans Benefits</li> <li>• Worker's Compensation/Disability</li> <li>• Bills paid on your behalf</li> </ul>	\$	\$	\$
<b><i>Independent: (Students not required to provide parental information on FAFSA)</i></b>			
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: <ul style="list-style-type: none"> <li>• Payments to Tax-Deferred pension and saving plan</li> <li>• IRA deductions/payment to SEP, SIMPLE, Keogh</li> <li>• Child Support Received</li> <li>• Tax Exempt Interest Income</li> <li>• Untaxed Portions of IRA distributions</li> <li>• Untaxed Pension and Annuity Income</li> <li>• Housing, food and other living allowances paid to you</li> <li>• Non-educational Veterans Benefits</li> <li>• Worker's Compensation/Disability</li> <li>• Bills paid on your behalf</li> </ul>	\$	\$	\$

Student's Name: \_\_\_\_\_ SSN:\* \_\_\_\_\_

**STEP TWO: Explanation of Special Circumstances (below)**

Please provide a detailed statement of explanation regarding your current situation that you are asking us to consider. 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 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.

**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

<b>FOR FA/VA OFFICE USE ONLY: Comments</b>	
FA/VA Staff _____	Date _____

\*Required and authorized by Title IV of the Higher Education Act of 1965, as amended (§§483 and 484); 20 USC 1078, 1090, 1091 & 1092; 34 CFR 668.16; 34 CFR 668.33; 34 CFR 668.36; 34 CFR 668.32(i) and 34 CFR 668.36