



Financial Aid Office, Bldg. 2
 1000 College Blvd., Pensacola, FL 32504-8998
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 Questions: fava@pensacolastate.edu
 Document Upload: Spyglass/Financial Aid Information tab

FINANCIAL AID, VETERAN SERVICES, AND SCHOLARSHIPS Professional Judgment Request Form 2021-2022

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 all documentation requested regarding your situation. Examples of the required documentation can be found on page 4 of this document. **Please indicate the reason(s) for your income reductions, attach the required documentation and complete the statement explaining the situation that has reduced your and/or your parents' income.** The Financial Aid Office will re-evaluate your financial aid eligibility **ONLY** after receiving all requested and required documentation. The Financial Aid Office may request additional documentation based upon the review.

Please print.

Student Name _____ Date of Birth _____ Student ID _____

Address (Include Apt#) _____ City, State, Zip _____

Telephone Day _____ Evening _____

Pensacola State College Pirate E-mail Address: _____ @students.pensacolastate.edu

NOTICE: If your Spyglass indicates you were selected for Verification, you must submit the appropriate Dependent or Independent Verification Worksheet, with required documentation, with this request.

SECTION 1. Indicate Reason(s) for Income Reduction (check all that apply)

Loss of Income

- Loss of or Change in Employment. Employed from _____ to _____.** Provide a letter from the former employer reflecting the last date worked and a copy of the last pay stub showing year to date earnings. **Whose income is effected by this? (Circle One) Student / Spouse / Parent 1 / Parent 2**

Documents Required:

- Tax Filers: Signed copy of your 2019 & 2020 Federal Income Tax Return
- Non-Tax Filers: IRS Verification Letter of Nonfiling for 2019 and/or 2020, W-2 forms for 2019 & 2020, and/or 1099 forms for 2019 & 2020
- Letter from employer, on company letterhead, reflecting the last date worked
- Copy of last pay stub
- If military, a copy of the DD-214 form
- Supporting documentation for income listed in Section 4, "Estimated Income for Current Calendar Year." Examples of required supporting documentation can be found on page 4

- Loss of Other Recurring Taxable Income** (such as alimony or unemployment compensation). **Whose income is effected by this? (Circle One) Student / Spouse / Parent 1 / Parent 2**

Documents Required:

- Tax Filers: Signed copy of your 2019 & 2020 Federal Income Tax Return
- Non-Tax Filers: IRS Verification Letter of Nonfiling for 2019 and/or 2020, W-2 forms for 2019 & 2020, and/or 1099 forms for 2019 & 2020
- In the case of alimony, attach any court documentation
- In the case of child support, attach any court documentation which details the amount of child support to be paid and the date child support is to end
- Official notification of the termination of the benefit

- Death of Parent(s) or Spouse (Circle One) Student's Spouse / Parent 1 / Parent 2 Date Occurred: _____**

Documents Required:

- Copy of the death certificate
- Tax Filers: Signed copy of your 2019 & 2020 Federal Income Tax Return
- Non-Tax Filers: IRS Verification Letter of Nonfiling for 2019 and/or 2020
- W-2 forms for 2019 & 2020 and/or 1099 forms for 2019 & 2020 for the surviving spouse/parent(s)

- One-Time Lump Sum Taxable Income** (IRA Pension Distribution, etc.) **Whose income is effected by this? (Circle One) Student / Spouse / Parent 1 / Parent 2**

Documents Required:

- Tax Filers: Signed copy of your 2019 & 2020 Federal Income Tax Return
 Non-Tax Filers: IRS Verification Letter of Nonfiling for 2019 and/or 2020 and W-2 forms for 2019 & 2020
 1099 forms for 2019 & 2020 as proof of other income or Pension/IRA/Annuity payments

- Other Reductions of Income. Whose income is effected by this? (Circle One) Student / Spouse / Parent 1 / Parent 2**

Documents Required:

- Tax Filers: Signed copy of your 2019 & 2020 Federal Income Tax Return
 Non-Tax Filers: IRS Verification Letter of Nonfiling for 2019 and/or 2020, W-2 forms for 2019 & 2020, and/or 1099 forms for 2019 & 2020
 If marital status change, divorce decree or legal separation documents or letter from attorney stating marital status of parties involved
 Supporting documentation for income listed in Section 4, "Estimated Income for Current Calendar Year." Examples of required supporting documentation can be found on page 4.

SECTION 2: 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.

If you need more space attach a separate page with the student's name and student's ID number at the top.

Please print:

SECTION 3: FAMILY INFORMATION

- List yourself**

If you are a dependent student, please list the people in *parent(s)' household* including:

- Your parent(s) (including stepparent) even if you do not live with your parents and
 Your parent's other children, even if they do not live with your parent(s) **if**
 your parents will provide more than half of their support from July 1, 2021 through June 30, 2022
 the children would be required to provide parental information when completing a FAFSA for 2021-2022
 Other people if they now live with your parent(s), and **your parent(s) provides more than half of their support and will continue to provide more than half of their support from July 1, 2021 through June 30, 2022**

If you are an independent student, please list the people in *your household* including:

- Your spouse**, if you are married
 Your children, if you will provide more than half of their support from July 1, 2021 through June 30, 2022, or if the child would be required to provide your information when completing a FAFSA for 2021-2022. Include children who meet either of these standards, even if they do not currently live with you
 Other people if they now live with you and **you provide more than half of their support and will continue to provide more than half of their support from July 1, 2021 through June 30, 2022**

Also, write in the name of the college for any household member who will be enrolled at least half time between July 1, 2021 and June 30, 2022 at a Title IV awarding institution and will be enrolled in a degree, diploma, or certificate program. *If you need more space attach a separate page with the student's name and student's ID number at the top.*

Full Name	Age	Relationship	College
		Self	Pensacola State College

Student's Name: _____ **Student ID #:** _____

SECTION 4: 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 you and your custodial parent’s income information. If your custodial parent has remarried, include their spouse’s income information. **Write zero (0) if item doesn’t apply.**

Estimated Income from Jan. 1, 2021 to Dec. 31, 2021	Actual Jan. 1, 2021 to today	Estimated Today to Dec. 31, 2021	Total (Actual + Estimated)
Father’s wages, salaries, tips	\$ _____	\$ _____	\$ _____
Mother’s wages, salaries, tips	\$ _____	\$ _____	\$ _____
Student’s wages, salaries, tips	\$ _____	\$ _____	\$ _____
Spouse’s wages, salaries, tips	\$ _____	\$ _____	\$ _____
Interest income	\$ _____	\$ _____	\$ _____
Dividends	\$ _____	\$ _____	\$ _____
Alimony received	\$ _____	\$ _____	\$ _____
Net income from business or farm	\$ _____	\$ _____	\$ _____
Net rental income or loss	\$ _____	\$ _____	\$ _____
Pensions, annuities, royalties, etc.	\$ _____	\$ _____	\$ _____
IRA distributions	\$ _____	\$ _____	\$ _____
Capital gains (or losses)	\$ _____	\$ _____	\$ _____
Unemployment compensation	\$ _____	\$ _____	\$ _____
Other taxable income	\$ _____	\$ _____	\$ _____
Child support	\$ _____	\$ _____	\$ _____
Contribution to tax-deferred retirement plan(s)	\$ _____	\$ _____	\$ _____
Untaxed disability income	\$ _____	\$ _____	\$ _____
Social Security	\$ _____	\$ _____	\$ _____
Housing and living allowance paid to clergy, military, etc.	\$ _____	\$ _____	\$ _____
Veteran’s non-education benefits	\$ _____	\$ _____	\$ _____
Other untaxed income	\$ _____	\$ _____	\$ _____
TOTAL INCOME FROM ALL SOURCES	\$ _____	\$ _____	\$ _____

Student Signature (Required)

Date

Parent Signature (Required if dependent)

Date

FOR FA USE ONLY _____ Approve _____ Deny Initials: _____ Date: _____

SECTION 5. REQUIRED SUPPORTING DOCUMENTATION FOR INCOME DISCLOSED IN SECTION 4.

Father's wages, salaries, tips (If you are a dependent student)

- Most recent pay stub showing year-to-date earnings

Mother's wages, salaries, tips (if you are a dependent student)

- Most recent pay stub showing year to date earnings

Student's and/or spouse's wages, salaries, tips

- Most recent pay stub showing year to date earnings

Interest income

- Applicable supporting documentation

Dividends

- Applicable supporting documentation

Alimony received

- Court documentation reflecting court-ordered payment amounts

Net income from business or farm

- Applicable supporting documentation

Net rental income or loss

- Applicable supporting documentation

Pensions, annuities, royalties, etc.

- Statement of pension distribution and/or annuity form any government or private source

IRA distributions

- IRA distribution form

Capital gains (or losses)

- Applicable supporting documentation

Unemployment compensation

- Unemployment compensation award letter

Other taxable income

- Documentation supporting amount disclosed in Section 4

Child support

- Court documentation reflecting court-ordered payment

Contribution to tax-deferred retirement plan(s)

- Most recent paystub showing year to date contributions

Untaxed disability income

- Documentation supporting amount disclosed in section 4

Social Security

- Social Security award letter

Housing and living allowance paid to clergy, military, etc.

- Most recent Leave and Earning Statement (LES)

Veteran's noneducation benefits

- Award letters as applicable for: Disability, Death Pension, DIC and/or VA Educational Work Study allowances

Other untaxed Income

- Documentation supporting amount disclosed in Section 4