General Professional Judgment Appeal Information
2016-2017

The financial aid office may use their professional judgment to make adjustments to your FAFSA data because of unusual circumstances. However, you will have to provide sufficient documentation to support any adjustments. The financial aid office’s decision as to whether or not to make changes is final and cannot be appealed to the U.S. Department of Education. Listed below are examples of circumstances for which a professional judgment might be considered. Other circumstances may be considered if warranted. Documentation must be attached in order for the request to be reviewed.

In order to appeal you must submit the following:
- A signed statement asking for a reevaluation and explaining the situation in detail
- Financial aid professional judgment appeal form (attached)
- Specific documentation relative to your situation (see below)
- Verification documents (only if selected for verification)

1. Unemployment of parent
   - A statement from parent indicating the date on which s/he became unemployed, the situation that led to the unemployment and any prospects s/he might have for employment in the near future.
   - Verification of unemployment income or denial of unemployment benefits.
   - Documentation of all earned income from January 1, 2016 to present (latest paycheck stub or letter, on letterhead, from employer).
   - Documentation of all other income that the parent might have received or anticipates receiving during 2016, both earned and untaxed.

2. Death of parent after filing the 2016-2017 FAFSA
   - Copy of death certificate.
   - Copy of parent’s 2015 tax transcript with w-2 forms.

3. Divorce (or pending divorce) of parents after filing the 2016-2017 FAFSA
   - Copy of official divorce decree (signed by a judge) or attorney statement of pending divorce.
   - Statement from parent with whom student resides indicating any additional income the parent will receive as a result of the divorce.
   - Copy of parent’s 2015 tax transcript with w-2 forms.

4. Decrease in parent’s income due to change of employment
   - Documentation of change in employment – statement from parent describing situation.
   - Documentation of all earned income from January 1, 2016 to present (latest paycheck stub or letter, on letterhead, from employer).
   - Documentation of all other income that the parent might have received or anticipates receiving during 2016, both earned and untaxed.
5. Loss of parent’s/student’s other income (child support, alimony, unemployment)
   • Statement from student/parent stating what the income was and why it ceased
   • Verification of untaxed income for 2015.
   • Verification from the source of the untaxed income documenting the date on which it ceased and the amount received in 2016.

6. Unemployment of student
   • A statement from student indicating the date on which s/he became unemployed, the situation that led to the unemployment and any prospects s/he might have for employment in the near future.
   • Verification of unemployment income or denial of unemployment benefits.
   • Documentation of all earned income from January 1, 2016 to present (latest paycheck stub or letter, on letterhead, from employer).
   • Documentation of all other income that the parent might have received or anticipates receiving during 2016, both earned and untaxed.

7. Death of student’s spouse (after student filed 2016-2017 FAFSA)
   • Copy of death certificate.
   • Copy of student’s 2015 tax transcript with w-2 forms.

8. Divorce (or pending divorce) of a student after filing the 2016-2017 FAFSA
   • Copy of official divorce decree (signed by a judge) or attorney statement of pending divorce.
   • Statement from student indicating any additional income the student will receive as a result of the divorce.
   • Copy of student’s 2015 tax transcript with w-2 forms.

9. Decrease in student’s income due to change of employment
   • Documentation of change in employment – statement from student describing situation.
   • Documentation of all earned income from January 1, 2016 to present (latest paycheck stub or letter, on letterhead, from employer).
   • Documentation of all other income that the student might have received or anticipates receiving during 2016, both earned and untaxed.

10. Unusual, necessary, and unreimbursed medical/dental expenses
    • Cancelled checks or receipts showing amounts paid with statement from insurance company showing expenses were not reimbursed.
    • Statement from pharmacy showing pharmaceuticals paid for by student/parent not covered by insurance – co-pays may be included.
    • Statement from physician showing out of pocket payments, i.e. co-pays.

11. Disability of parent, student, or spouse
    • Medical documentation of disability and any benefits received as a result of disability.
    • Statement from employer showing earnings for current year until date of disability.
    • Unemployment compensation documentation of amounts and duration of payments.
    • Income from all sources taxed and untaxed for the 2016 calendar year.
2016-2017 Professional Judgment Appeal Form

Student Information

Last Name: ___________________________  First Name: ___________________________

Student ID #: ___________________________  Email Address: ___________________________

Reason for Appeal (please check the reason(s) that apply to your situation)

☐ Unemployment of parent
☐ Death of parent after filing the 2016-2017 FAFSA
☐ Divorce (or pending divorce) of parents after filing the 2016-2017 FAFSA
☐ Decrease in parent’s income due to change of employment
☐ Loss of parent’s income (child support, alimony, unemployment)
☐ Unemployment of student
☐ Death of student’s spouse (after student filed 2016-2017 FAFSA)
☐ Divorce (or pending divorce) of a student after filing the 2016-2017 FAFSA
☐ Decrease in student’s income due to change of employment
☐ Loss of student’s income (child support, alimony, unemployment)
☐ Unusual, necessary, and unreimbursed medical/dental expenses
☐ Disability of parent, student, or spouse
☐ Other: _______________________________________________________

*If the student’s Expected Family Contribution (EFC) is already 0, the professional judgment will not be reviewed, except in the case of a budget increase request, due to the fact that the student is already eligible for the maximum federal financial aid available.

*Submission and approval of a professional judgment does not guarantee a change in the student’s financial aid eligibility. The financial aid office’s decision as to whether or not to make changes is final and cannot be appealed to the U.S. Department of Education.

THIS APPEAL WILL NOT BE ACCEPTED WITHOUT DOCUMENTATION ATTACHED. Documentation should verify (prove) what you state as your reasons for the appeal. Failure to provide adequate documentation will result in your appeal being denied.

By signing below I certify that I have read the professional judgment information sheet. I also certify that all information and documentation given are accurate and true. I understand that misrepresentation of information may result in repayment of federal and state financial aid received.

STUDENT SIGNATURE: ___________________________  DATE: __________

PARENT/SPOUSE SIGNATURE: ___________________________  DATE: __________