



Office of Student Financial Aid

**PROFESSIONAL JUDGEMENT
FOR
INCOME REDUCTION OR LOSS FOR DEPENDENT STUDENT**

Student Name: _____ **SSN#** XXX - XX - _____

THE PURPOSE OF THIS FORM IS TO GUIDE STUDENTS THROUGH THE PROCESS OF APPEALING TO THE FINANCIAL AID OFFICE BECAUSE OF A CHANGE IN FINANCIAL CIRCUMSTANCES FOR THEIR HOUSEHOLD.

**PLEASE FOLLOW THE PROCEDURE BELOW TO REQUEST
PROFESSIONAL JUDGEMENT**

STEP ONE:

Submit the following documents with this form to the Financial Aid Office:

PLEASE MAKE SURE THAT YOU SUBMIT ALL OF THE REQUIRED DOCUMENTATION OR THE FINANCIAL AID ADMINISTRATOR AND COMMITTEE WILL NOT BE ABLE TO CONSIDER YOUR REQUEST!

1. _____ signatures.
2. Letter explaining the reason(s) why total income for your household in 2020 will be different from the year 2020 tax information provided on FAFSA.
Please make the letter as clear and detailed as possible so the administrator and committee will be able to understand your special circumstances.
3. Employment Verification: A letter from the current or former employer verifying employment for the individual requesting an adjustment. It must be on company letterhead, and the name and phone number of the contact person must be included. A notarized statement is also accepted if, for some reason the employer is not able to give information (a statement is required explaining why the employer is not able to give information).

This letter must indicate the following:

- a. The beginning and ending dates of employment
- b. Full-time or part-time status
- c. Rate of pay
- d. Date and documentation of separation from employment
4. Copy of the last check stub from any previous and current jobs where money was earned for the year 2020, showing year to date wages.
5. Print-out of unemployment benefits from Employment Security Division for the individual requesting that their income be adjusted.
6. *If this change is the result of the **death of a spouse, please include a copy of the death certificate.***
7. *If this change is the result of a divorce, please include a copy of the divorce decree.*

STEP TWO:

PLEASE COMPLETE THE CHART BELOW SUMMARIZING YOUR EXPECTED INCOME FOR