



**Office of Student Financial Aid**  
**Application for Professional Judgment**  
**2017-2018**

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Student I.D. # \_\_\_\_\_  
Address \_\_\_\_\_

This form is to assist you in reporting changes in your financial circumstances. Review of your situation does not guarantee an adjustment to your aid eligibility, but will be reviewed to more accurately portray your financial situation. Please provide the following documentation to the Office of Student Financial Assistance:

- Written Explanation** of the special circumstances that affect your financial situation
- Complete Documentation** supporting your explanation of the circumstances (see list of accepted documents below)
- 2015 Federal Tax Return Transcript, W-2 forms, and 2015 1040 tax forms with all schedules** filed for Student (and Parent if applicable)
- Institutional Verification Form** (found on your SIS account)
- Application for Professional Judgment** (this form)

Please write the student's name on all attached documentation. Submit all information together to satisfy all requirements listed above. You will be notified with the results of your appeal.

**GENERAL BASIS OF APPEAL**

- \_\_\_\_\_ **Loss of Income / Benefits**—this will be calculated at the end of the calendar year to avoid over-estimation
  - Copy of termination letter from employer
  - Last pay stub
  - Unemployment verification- documentation of amount received or letter of ineligibility
  - Copy of your/your parents' 2015 Federal Tax Return Transcript, W-2s, and all 1040 tax forms
  - For Social Security Benefits or Child Support Payments decreased or ceased, provide an official letter/court document describing the termination of benefits and the amount received year-to-date
- \_\_\_\_\_ **Divorce/Separation of Parents** (or Student from spouse)
  - Copy of court order: final divorce decree, legal separation agreement
  - Copy of 2015 Federal Tax Return Transcript, W-2 forms, 1040 tax forms with all schedules
- \_\_\_\_\_ **Death of Parent** (or Spouse)
  - Copy of death certificate
  - Copy of 2015 Federal Tax Return Transcript, W-2 forms, and all schedules
- \_\_\_\_\_ **Excessive Medical Costs** not covered by insurance
  - Canceled checks verifying payment made in 2015.
  - Printout from pharmacy/doctor/dentist detailing expenses paid by student/parent
  - Schedule A from your/your parents' 2015 Federal Tax Return, if completed
- \_\_\_\_\_ **Dependent to Independent**
  - Separate form required.
- \_\_\_\_\_ **Other:** \_\_\_\_\_

All of the information attached is true and complete to the best of my knowledge. I agree to provide more detailed documentation if required.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse/Parent Signature \_\_\_\_\_ Date \_\_\_\_\_