



OFFICE OF FINANCIAL AID
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**Professional Judgment Request
2021-2022 (July 1, 2021– June 30, 2022/ Tax Year 2019)**

STUDENT NAME: _____ **STUDENT ID:** _____

The United States Department of Education provides in the Higher Education Amendments of 1998 a reaffirmation of the use of professional judgment in determining eligibility for federal financial aid. This provision, on a case-by-case basis, authorizes financial aid administrators to make adjustments to certain data elements on a student’s FAFSA to account for special circumstances that can better reflect their ability to pay for their education. The Financial Aid Office will reevaluate your financial aid eligibility based on your income for the 2020 (1/1/20 to 12/31/20) and/or projected income for the 2021 tax year (1/1/21 to 12/31/21). If request is received after the Fall semester has ended, please complete and submit your taxes for the 2021 year.

PLEASE NOTE: Allow 4-6 weeks to review your request. During peak times it may take longer.

SECTION I: Please select the option that best describes your special circumstances.

Loss of Employment for Student/Spouse/ Parent (must be for 90 consecutive days or more)

- Typed statement explaining circumstances
- Termination letter/Severance letter from employer with last date of employment. If military discharge, provide a copy of DD214.
- Most recent pay stubs or statement of earnings to date
- Unemployment benefits statement or statement of ineligibility for unemployment benefits.
- 2019 and 2020 Tax Transcript including W2s or Wage & Income Transcript
- Retirement benefits (if loss of income is due to retirement)

Reduction/loss of income (due to Child Support, Alimony, Worker’s Compensation, Disability, Social Security Benefits, Unemployment Compensation, etc.)

- Typed statement explaining circumstances
- Statement from agency with last date of benefits and year-to-date amount received
- 2019 and 2020 Tax Transcript including W2s or Wage & Income Transcript

Death of Spouse or Parent (for dependent students)

- Typed statement explaining circumstances
- A copy of the death certificate
- A copy of student’s Birth Certificate (if reporting death of a parent)
- A copy of student’s Marriage Certificate (if reporting death of spouse)
- 2019 and 2020 Tax Transcript including W2s or Wage & Income Transcript

Divorce or Separation (Student or Parent)

- Typed statement explaining circumstances
- Divorce decree or Separation agreement (must have separate living accommodations)
- 2019 and 2020 Tax Transcript including W2s or Wage & Income Transcript

Other Special Circumstances

- Typed statement explaining circumstances
- Supporting documentation
- 2019 and 2020 Tax Transcript including W2s or Wage & Income Transcript

