

2020-21 Request for Professional Judgment

Student Name (*Printed*)

Daytime Telephone

Student ID

The Department of Education allows additional review for those who feel they have special circumstances not represented on the Free Application for Federal Student Aid (FAFSA). The related “extenuating circumstances” **must** also reflect an economic hardship that happened beyond one’s control. While the federal government permits the review it is important to understand there will be further processing delay and no guarantee of additional eligibility.

The Financial Aid Office supports the opportunity to review household circumstances more closely and our review will begin once all supporting documentation is received. We require a federal verification process be completed first to ensure the FAFSA income was reported correctly. Please indicate the condition you wish to have reviewed below or select the option marked “Other Circumstances” and provide the other documents listed below along with this form.

_____ Loss of Employment _____ Change of Income _____ Medical/Dental Expense
 _____ Marital Status Change after FAFSA submission _____ Other Circumstances

STEP ONE:

Complete the verification form located on our website based upon your dependency status as determined by the Department of Education and submit a signed copy of your 2018 IRS tax return (Form 1040) if requested.

- “2020-21 Independent Verification Form” (**no parent income included**)
- “2020-21 Dependent Verification Form” (**parent income was included**)

STEP TWO:

1. Submit a signed copy of your 2019 IRS tax return (*Form 1040 & Schedules 1-3 as applicable*)
2. Submit the three most recent payroll advices (pay stubs) for 2020 (*as applicable*)
3. Provide a personal narrative (typed) of chronological events including significant dates that correspond with third party documentation and a physical signature.
4. Provide other third party documentation of personal circumstances that address your economic hardship beyond your control.

DISCLAIMER: STUDENTS OR PARENTS SUBMITTING REQUESTED DOCUMENTS AFTER THE PUBLISHED SUBMISSION DATE FOR THEIR INTENDED START TERM/SEMESTER SHOULD ACCEPT A STUDENT LOAN OR PAY OUT OF POCKET PRIOR TO THE PAYMENT DEADLINE.

Student/Parent Signature

Date

RESERVED FOR FINANCIAL AID OFFICE

APPROVED

DECLINED

OUTCOME: