

## 2023-2024 Request for Professional Judgment Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

**A detailed letter of appeal explaining the special circumstances to be reviewed is required to be written by the student requesting a Professional Judgment. Students must also complete verification (if not already selected) for the 2021 base year and will be required to provide the following verification documents as indicated by the Financial Aid Office.**

- 2021 Tax Return Transcript (student/spouse)       V1 Verification Worksheet  
 2021 Tax Return Transcript (parent)       23/24 Verification already completed

**Check the box(es) that apply and submit the corresponding documentation:** Additional documentation may be requested upon review of your letter of appeal and documentation that is provided.

- Loss of Income for Student and/or Spouse due to divorce, death, change or loss of employment or disability**

Provide 2022 Tax Return Transcript; documentation of unemployment benefits and/or other non-taxable income; documentation of divorce/separation from student and spouse which also identifies any support for dependents (if applicable); death certificate

- Loss of Income for Parent(s) due to divorce, death, change or loss of employment or disability**

Provide 2022 Tax Return Transcript; documentation of unemployment benefits and/or other non-taxable income; documentation of divorce/separation from both parents which also identifies the parent providing primary financial support for the student; death certificate

- Lump sum distribution or non-recurring income that inflates adjusted gross income (such as severance package, bonus, inheritance or IRA early withdrawal)**

Provide copy of Form 1099-R for 2021, if applicable; provide 2022 Tax Return Transcript

- Major Medical expenses not covered by insurance, already paid out-of-pocket**

Provide copy of Schedule A showing the included medical expenses in your itemized deductions; provide 2020 Tax Return Transcript (NOTE: expenses paid must exceed 11% of total income)

- Loss of untaxed income and benefits such as child support, or taxable social security**

Provide legal documentation or notarized statement indicating the amount and date of change; provide 2020 Tax Return transcript

### **Certification Statement**

The information contained in this appeal and any supporting documents is true and complete.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature (Required for Dependent Student)**

\_\_\_\_\_  
**Date**