

## PROFESSIONAL JUDGMENT REQUEST FORM

### Student Information:

Last and First Name \_\_\_\_\_ Last 4 Digits of SSN \_\_\_\_\_

Postal Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

### Please fully read before completing.

The eligibility to receive financial aid funds is calculated based on the information provided in the Free Application for Federal Student Aid (FAFSA). The formula established by the United States Congress assumes that the income, assets, and household size are wonderful indicators of the family's financial capacity for the \_\_\_\_\_ year. This does not take into consideration recent changes in your financial or household situation.

Professional Judgment is the process through which the Financial Aid Office performs on a case by case basis re-evaluation of the student's eligibility. Using more up-to-date information that accurately reflects the current financial situation of the student and their family. **This must be properly documented.** These circumstances may include loss of income, change in household size, loss of assets, unusual expenses, etc.

The following information provides the details of the process used to determine the student's eligibility by means of Professional Judgment. The Financial Aid Officer or authorized personnel will evaluate the request and the documents provided by the student and based on his/her professional judgment, he/she will accept or deny the request. The student will receive a written notification of the determination.

Note: Professional Judgment will be requested and evaluated each award year and may require additional information to support the status. Before evaluating this request, the student, in conjunction with the Financial Aid Office, will need to complete the verification process and resolve any situation related to your FAFSA (as applicable).

### Required Documents:

- I. **Professional Judgment Request Form** – Properly completed and signed.
- II. **A certification explaining the reasons for the request** – This certification must provide all possible details that best describe the situation.
- III. **Evidence for special circumstances** – It must include the required information and documents to support the situation according to the circumstances of the request. See reference in required documents and attach them to this request.

**IV. Complete the information of the person to whom the special circumstance applies to:**

Last and First Name \_\_\_\_\_ Last 4 Digits of SSN \_\_\_\_\_

Postal Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Relationship with student

☐ Student ☐ Spouse ☐ Father and Mother 1 ☐ Father and Mother 2**Please state the reason for which you are requesting a re-evaluation of your eligibility for financial aid and submit as applicable.**☐ **1. Involuntary loss of employment**

Indicate:

a. Date in which you lost your job: \_\_\_\_\_

b. Reason \_\_\_\_\_

c. Do you receive unemployment benefits? ☐ Yes ☐ No

Required documents. Include:

☐ Employer certification stating the date of employment termination and earned income.☐ Unemployment benefits certification (if applicable).☐ **2. Income reduction**

Indicate:

a. Date of income reduction \_\_\_\_\_

b. Reason \_\_\_\_\_

c. Do you receive unemployment benefits? ☐ Yes ☐ No

Required documents. Include:

☐ Employer and/or agency certification stating the effective date and income reduction.☐ Unemployment benefits certification (if applicable).☐ **3. Divorce or separation**

Indicate:

a. Date of separation: \_\_\_\_\_

b. ☐ Student ☐ Parents

c. Current address of both parents/spouses:

Name and address (Parent/Spouse 1)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and address (Parent/Spouse 2)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. If the student is dependent, who will have legal custody?

☐ Father/Mother 1 ☐ Father/Mother 2

Required documents. Include:

☐ Copy of Divorce Decree

Month/Day/Year

(Person to whom the special condition applies)

Email \_\_\_\_\_

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
Month/Day/Year



***Copy of this document must be kept in the student's file.***