

**Professional Judgment Review Application: Academic Year 2023-2024**

The application will be returned if all pages are not completed in full or if pages are missing from the submission.

STUDENT'S NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

APPLIED TERM: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

This application should be used after the **2023-2024 Free Application for Federal Student Aid (FAFSA)** has been submitted and verified, and all necessary corrections processed. This form is only completed if there is **a recent extenuating circumstance** that has caused a significant decrease in the current year's taxable or nontaxable income. Please be advised if the financial change is not significant, this petition will not be processed.

Federal guidelines dictate that professional judgment reviews are evaluated on a case-by-case basis to modify the cost of attendance, or the information used to determine an individual's Expected Family Contribution (EFC). Please be advised that the initial *FAFSA* must be processed first before any award can be reevaluated through a Professional Judgment Review. This means that the verification process must be completed first. The student is notified of the final decision through their Polk State College email. The Office's decision regarding FAFSA adjustment is final and cannot be appealed.

Circumstances that may require an individual to seek professional judgment include, but are not limited to:

- Additional non-elective medical, dental, or nursing-home expenses (i.e., not covered by insurance).
- An income reduction due to recent job loss, death, or a loss of a family member in the household as defined in the *Workforce Investment Act of 1998*, Section 101.
- An individual becomes homeless, or a dislocated worker as defined by *Higher Education Opportunity Act (HEA)*, Section 487.
- Additional expenses pertaining to elementary or secondary school tuition.
- The documentation of unusually high childcare expenses (for independent students only).
- The conversion of an IRA to a Roth IRA (this is considered but not required).
- Changes to household income or assets (the Office reserves the right to accept/deny these circumstances).

Please be aware that during peak processing time of financial aid applications, there may be a delay of up to 30 days in the review of Professional Judgment Applications. Please ensure that the application meets the financial-aid-guarantee deadline located on the Polk State College Academic Calendar.

**Please answer all the following questions.**

**A. Income Reduction:**

Will your income and/or your parents'/spouse's income be less in the 2021 Calendar Year than the amount reported on the FAFSA? **If so, select a reason for this change:**

\_\_\_ 1. **Unemployment Date:** \_\_\_\_\_

**Required Documents:**

- a. Letterhead document with termination date
  - b. Unemployment documentation (i.e., showing weekly payments received)
  - c. Certification of the total 2021 unemployment benefits eligibility
  - d. Earnings up to the last date of employment
  - e. *2021 and 2022 Tax Return Transcripts*
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\_\_\_ 2. **Change in Employment**      New hiring date: \_\_\_\_\_

**Required Documents:**

- a. Document on letterhead with termination date
  - b. Verification of new employment (e.g., offer letter from new employer)
  - c. Paystub or proof of income for new employment
  - d. *2021 and 2022 Tax Transcripts* (for verification purposes.)
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\_\_\_ 3. **Retirement**      Effective date: \_\_\_\_\_

**Required Documents:**

- a. Retirement Verification (statement for 2022)
  - b. Last date of employment (provide document from employer)
  - c. 2022 earnings up to the last date of employment
  - d. *2021 and 2022 Tax Transcripts* (for verification purposes.)
  - e. *DD-214 Form*, if discharged from the military
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\_\_\_ 4. **Divorce/Separation**      Effective date: \_\_\_\_\_

**Required Documents:**

- a. **Divorce:** A copy of the divorce decree (i.e., final judgment)
  - b. **Separation:** A court document of separation **or** a signed copy from an attorney indicating the date of separation
  - c. Documentation of any alimony or child support being received or paid out
  - d. *2021 and 2022 Tax Return Transcripts* (both parties)
  - e. *2021 and 2022 W-2 Forms* (both parties)
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\_\_\_ 5. **Death of a Spouse or Parent**      Date of death: \_\_\_\_\_

Name of deceased: \_\_\_\_\_ Relationship to the student: \_\_\_\_\_

**Required Documents:**

- a. Final paycheck
  - b. Copy of death certificate, decree, or obituary
  - c. Document of most recent death benefits (e.g., Social Security)
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\_\_\_ 6. **Disability**      Date of determination: \_\_\_\_\_

**Required Documents:**

- a. Doctor's letter of diagnosis
- b. Disability approval and benefit(s) received over the last 12 months

\_\_\_7. **One-Time Payment Reported on Income Tax** (e.g., investments, pension, inheritance) / **Untaxed Income/Loss of Benefits** (Effective date of loss: \_\_\_\_\_)

Check Applicable:

\_\_\_ Investments \_\_\_ Pension \_\_\_ Inheritance \_\_\_ Child Support \_\_\_ Alimony

\_\_\_ Workman's Comp \_\_\_ Social Security \_\_\_ Disability

\_\_\_ Other: \_\_\_\_\_ (If other, please state the benefit received and the amount)

**Required Documents:**

- a. Verifiable documentation of total expected child support for each child
- b. Verifiable documentation of alimony; expected Worker's Compensation, Social Security, or Disability benefits (i.e., based the individual's circumstance); 401K and/ or IRA payment; or inheritance

\_\_\_8. **Homelessness** Effective date \_\_\_\_\_

**Required Documents:**

- a. Verifiable documentation from high school liaison
- b. Verifiable documentation from a clergy or homeless center director or manager

**B. Non-Elective Medical and Dental Expenses**

Medical, dental, or nursing home expenses for the past 12 months **NOT** covered by insurance: \_\_\_\_\_

**Required Documentation:**

- a. *IRS 2021 and 2022 Tax Transcripts, Schedule A – Itemized Deductions*
- b. **Paid** receipts for medical and/or dental bills **NOT** covered by insurance (highlight individual portions of payments)

**C. Dependent, Disability, and/or Handicap-Care Expenses**

Unusual Medical/Dental Expenses:

**Note:** *Medical and dental expenses up to 11% of the family's income are already considered by the federal Needs Analysis Formula when determining financial aid eligibility; therefore, only the portion that exceeds the 11% is considered as an "unusual circumstance."*

1. Do you pay for elementary or secondary education expenses? (Check one) **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

List family member(s) and the amount of expenses:

Family member's name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

2022 Elementary Education Expense: \_\_\_\_\_ 2022 Elementary Education Expense \_\_\_\_\_

2. Do you have dependent-care expenses for elderly or disabled family member(s)?

(Check one) **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

List family member(s) and the amount of expenses:

Family member's name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Total Care Expenses 2022: \_\_\_\_\_

**Required Documentation:**

- a. Signed *2021 and 2022 1040 Federal Tax Returns* and all attachments
- b. Paid receipts for payments made in 2021 and 2022

**D. Childcare Expenses** (independent students only)

List all children enrolled in childcare and the amount paid:

Family member's name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Total 2022 Expenses: \_\_\_\_\_

**Required Documentation:**

- a. Signed 2021 and 2022 1040 Federal Tax Returns
- b. Receipts for payments made in 2022

**E. Unusual Debts**

**Note:** Debts for automobiles, mortgages, credit cards, and school loans are not considered unusual debts.

- 1. Do you have unusually high debts or loans due to a failed business for which you are currently making monthly payments? (Circle one) Yes / No

If yes, provide the following information: (Note: If additional debts have been incurred, write the information on an additional sheet of paper, and attach it to this application.)

- a. Type or cause debt: \_\_\_\_\_
- b. Owed by: \_\_\_\_\_
- c. Amount of original debt: \_\_\_\_\_
- d. Date incurred (month/year): \_\_\_\_\_
- e. Balance owed on debt: \$ \_\_\_\_\_
- f. Date payments began (month/year): \_\_\_\_\_
- g. Monthly payment: \$ \_\_\_\_\_
- h. Holder of debt: \_\_\_\_\_
- i. Will these expenses increase in 2023? (Check one)  Yes  No Please explain why:

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- j. From what resources will you finance these expenses?

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**Required Documentation:**

- a. Contract
- b. Lien
- c. Billing or payment summary from person, company, or agency to which the debt is owed.

**F. Other Unusual Expenses or Debts**

Please list any other unusual expenses or debts that are not listed on this form:

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# Estimated Income for 2023 Calendar Year

(Please complete all applicable sections.)

If you (the student) are divorced or separated, please include only YOUR income information. If your parents are divorced or separated, please include only YOUR CUSTODIAL PARENT'S income information. If your custodial parent has remarried, you must include their spouse's income information as well. If the loss of income is due to the death of your (the student's) spouse/parent, include only YOUR income information, OR that of the SURVIVING PARENT.

**NOTE: Write in zero (0) if an item does not apply (1/1/2023 – 12/31/2023)**

## Taxable:

Wages, Salaries, and Tips (Please enter amount on the appropriate line below)

Father: \_\_\_\_\_ Mother: \_\_\_\_\_ Student/Spouse: \_\_\_\_\_

State Unemployment Benefits (Please enter amount on the appropriate line below)

Father: \_\_\_\_\_ Mother: \_\_\_\_\_ Student/Spouse: \_\_\_\_\_

Pension (Please enter amount on the appropriate line below)

Father: \_\_\_\_\_ Mother: \_\_\_\_\_ Student/Spouse: \_\_\_\_\_

Alimony (Please enter amount on the appropriate line below)

Father: \_\_\_\_\_ Mother: \_\_\_\_\_ Student/Spouse: \_\_\_\_\_

Other (please specify) (Please enter amount on the appropriate line below)

Father: \_\_\_\_\_ Mother: \_\_\_\_\_ Student/Spouse: \_\_\_\_\_

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## Non-Taxable:

Social Security Benefits (Please enter amount on the appropriate line below)

Father: \_\_\_\_\_ Mother: \_\_\_\_\_ Student/Spouse: \_\_\_\_\_

Child Support Received (Please enter amount on the appropriate line below)

Father: \_\_\_\_\_ Mother: \_\_\_\_\_ Student/Spouse: \_\_\_\_\_

Other Untaxed Income/Benefits (Please enter amount on the appropriate line below)

Father: \_\_\_\_\_ Mother: \_\_\_\_\_ Student/Spouse: \_\_\_\_\_

Total Anticipated Income (Please enter amount on the appropriate line below)

Father: \_\_\_\_\_ Mother: \_\_\_\_\_ Student/Spouse: \_\_\_\_\_

Cash and Savings (Please enter amount on the appropriate line below)

Father: \_\_\_\_\_ Mother: \_\_\_\_\_ Student/Spouse: \_\_\_\_\_

### Household Size and Number in Post-Secondary School

This section **MUST** be completed if your household size, or number of family members enrolled in postsecondary education, has changed since you completed the original FAFSA. Include the number of people that your parents (or you and your spouse) will support from July 1, 2023, through June 30, 2024. Include yourself (the student) in this figure. Then fill in the number of people in the household that will be attending postsecondary school between July 1, 2023, and June 30, 2024. Include yourself (the student) and include only other family members in the household who are enrolled in classes on at least a half-time basis (six or more credit hours) in a degree or certificate program.

Total Number of Family Members: \_\_\_\_\_ Number in College: \_\_\_\_\_

### Explanation of Expenses and/or Income Reduction

Please explain in detail the reason(s) for the request for special consideration. Provide details of your income reduction, extenuating circumstances, or additional expenses. Provide an additional sheet if necessary.

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**Certification Statement:**

**Note:** Although your **Professional Judgment Application** may be approved, it may NOT warrant additional aid due to the availability of funds.

*I (We) certify that the information provided on this form is complete and accurate to the best of my (our) knowledge. If additional changes occur during the current Academic Year that would alter the information provided on this Professional Judgment Application, I (we) agree to immediately contact the Office of Student Financial Services.*

**WARNING:**

**If you purposely give false or misleading information on this document, you will be fined, sentenced to jail, or both.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Step) Father's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Step) Mother's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**REVIEW DECISION:**

Signature of Polk State Processor: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone/Ext: \_\_\_\_\_

**DECISION NOTE:**

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