



FINANCIAL AID OFFICE

Professional Judgment Request Form

NAME: _____

STU ID #: _____

TELEPHONE #: _____

AWARD YEAR: 2023/2024

Please select all that apply:

1. SPECIAL CIRCUMSTANCES

Choose the circumstances surrounding your request to for the recalculation of your EFC and submit two supporting documents.

- Documented Medical Condition or Serious Illness (i.e. requires hospitalization) experienced by the student or family member of the student (as designated above).
- Documented Change in Conditions of Employment.
- Extraordinary/Emergency Circumstances, such as natural disasters.
- Dislocated Worker.
- IRA/Pension Withdrawal or Rollover.
- Changes in Employment Status.
- Other: _____

Circumstances NOT considered as extenuating include, but are not limited to:

- Standard living expenses (e.g. utilities, credit card payments, children's allowances, etc.)
- Mortgage payments
- Car payments
- Credit card or other personal debts
- Vacation expenses
- All other discretionary expenses

2. ADJUSTMENT TO BUDGET (*Cost of Attendance*)

Choose the circumstances surrounding your request to for the recalculation of your COA and submit two supporting documents.

- Childcare and elder care expenses
- Additional transportation expenses
- Additional books & Supplies
- Additional expenses related to an internship
- Additional rental/mortgage expenses

The following conditions will NOT be considered for budget adjustments:

- Expenses beyond the allotted amounts for room and board
- Additional food purchases beyond budget
- Utilities, DSL and telephone bills
- Transportation related expenses (e.g. car repair bills, additional car insurance, etc.)
- Consumer indebtedness (e.g. auto loans, personal loans, down payment for a car, credit card payments, etc.)
- Expenses related to household repairs or improvements

3. DEPENDENCY STATUS OVERRIDE (for undergraduate dependent students only)

Choose the circumstances surrounding your request for a dependency override and submit two supporting documents.

- An abusive family environment that threatens your health or safety
- Parent/s deceased
- Unable to locate parents
- Parent is incarcerated or incapacitated
- Left home because of an abusive family environment
- Other: _____

The Following Conditions Are Not Considered Unusual Circumstances:

- Parents unwilling to provide data on the FAFSA application or for verification.
- Parents refusing to contribute to the student's education.
- Parents not claiming the students as a dependent for income tax purposes.
- Student demonstrating total self-sufficiency.
- Student who does not wish to communicate with parents.
- Student who has been previously considered independent for the purpose of receiving financial aid but does not meet the current definition as outlined in the 2020-2021 Free Application for Federal Student Aid (FAFSA).
- Student who is divorced at the time of filing and does not meet one of the current definitions of an independent student as outlined in the 2023-2024 FAFSA.

Appeals must include a detailed written explanation from the student
(Attach additional pages if necessary – include name and student ID #)

This request will not be evaluated unless completed accurately and all required documentation submitted.

My signature certifies that the information provided for this request and all accompanying documentation is true and correct to the best of my knowledge.

Student Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE
FOR OFFICE USE ONLY

Committee Final Action: Approved: _____ Denied: _____

Signature of Final Appeal Committee Member

Date