

Lewis-Clark State College
Professional Judgment Request Form
2009 - 2010

Name: _____ Student ID: _____

Mailing Address: _____

Please indicate the reason for requesting professional judgment consideration. You must document the reason for your appeal and submit non-returnable copies of your documentation to the Financial Aid Office. **Any requests submitted without documentation will not be considered.**

Please complete, sign, and submit this form with a letter of explanation and the required documentation to the Financial Aid Office.

Please allow 2-4 weeks for our response. We will send you a Decision Letter by U.S. mail. * **Please note that all decisions are final.** All approved Professional Judgment requests will be required to complete the verification process by submitting all required verification papers along with copies of 2008 Federal tax return and W-2 information.

Reason for Request

Please check your reason below and submit documentation that supports your appeal request. See reverse side for required documentation to be submitted.

<input type="checkbox"/> Dependency status override
<input type="checkbox"/> Loss of income or change in source of income (Check all that apply): <input type="checkbox"/> Parent <input type="checkbox"/> Student <input type="checkbox"/> Student's Spouse
<input type="checkbox"/> Medical and dental expenses not covered by insurance
<input type="checkbox"/> Private elementary and secondary education tuition expenses
<input type="checkbox"/> Parent enrolled in college at least half-time
<input type="checkbox"/> Death of parent/spouse
<input type="checkbox"/> Divorce or separation: <input type="checkbox"/> Parent <input type="checkbox"/> Student
<input type="checkbox"/> Other extenuating circumstances: _____ _____ _____ _____

Student's Signature: _____ Date: _____

Parent's Signature (if applicable): _____ Date: _____

This publication can be made available in alternative formats to assist persons with disabilities. Please give reasonable notice to the Financial Aid Office.

Information Sheet: Professional Judgment Guidelines

The Financial Aid Office may take into account a student's unusual circumstances to make adjustments to the FAFSA data elements used to calculate the Expected Family Contribution (EFC) and/or change a student's dependency status, according to federal education laws and guidelines set by the U.S. Department of Education. These adjustments only affect need-based aid.

- A completed 2009-2010 FAFSA must be on file for your request to be reviewed.
- All reasons for professional judgment adjustments must be documented.
- You must document your reason for requesting consideration and submit non-returnable copies of your documentation to the Financial Aid Office.
- Any request submitted without documentation will not be considered.
- Please allow 2 - 4 weeks for our response. We will send you notice of our decision by U.S. mail.
- Please note that all decisions are final.

Indicated below are the guidelines for professional judgment consideration.

Data Element Adjustments

We may make adjustments to the application data elements if the student can document a change in financial circumstances due to the reasons listed below:

1. **Dependency Status:** Submit a detailed letter explaining your relationship with your parent(s) and submit a copy of all documents that support the claims in your letter. Also include three (3) letters of support from NON-relatives (for example, landlord, employer, teacher and/or clergy) that can confirm the statements in your letter of explanation. The letters of support should also include how they know you and how long they have known you.
2. **Loss or significant change in income: Parent/Student/Student's Spouse:** Submit proof of prior-year income and current-year expected income. If there is a loss of income, submit proof of reason for and date of income loss. Include most recent paystub(s) and letter from employer(s).
3. **Excessive medical and dental expenses:** Submit proof of actual medical and dental payments made in the prior year and the current year that were not reimbursed by insurance.
4. **Elementary/Secondary tuition for dependent children:** Submit a letter from the school on official letterhead documenting tuition paid for the prior-year.
5. **Parent is enrolled in postsecondary school:** Submit a letter explaining the reason for your parent's enrollment in postsecondary school. Include a copy of the parent's class schedule and an invoice from the school's Controller's Office. Parents must be enrolled at least half-time, degree seeking, and may not receive employer tuition reimbursement.
6. **Death of a parent or spouse:** Submit a copy of the death certificate and surviving parent's or student's expected current-year income.
7. **Divorce or separation:** Submit a copy of the divorce decree or a letter of separation. Include the current-year expected income of the student, if independent, and/or the custodial parent for dependent students.
8. **Other extenuating circumstances:** Submit a letter explaining your special circumstances. Submit as much documentation as possible to support your reason for requesting consideration.

We will **NOT** consider consumer debt (e.g., auto loans, credit card payments) as a reason for professional judgment consideration.