



PROFESSIONAL JUDGEMENT REQUEST FORM

Student's Last Name	Student's First Name	Date of Birth	LoLA ID #
		/ /	
Phone: () -		Email:	
Street Address:			Apt #:
City :	State:		Zip Code:

Financial aid eligibility for the 2018-2019 academic year is calculated based on the information you provided on the Free Application for Federal Student Aid (FAFSA). The income and asset information that you submitted was evaluated by a formula called Federal Methodology as set by Congress. This formula assumes that 2016 income is a good predictor of the family's financial strength during the student's 2018-2019 enrollment. Based on this assumption, financial aid eligibility is determined using 2016 tax return information.

The Financial Aid Office at Central Louisiana Technical Community College recognizes that many families have changes in income or family situations that cannot be reflected in the 2016 tax return data. Therefore, it is possible for students to appeal their financial aid eligibility if they have unique financial circumstances.

A Request for Professional Judgment may be filed if you have extenuating circumstances, which you believe warrant a reevaluation of your financial aid.

Circumstances may include, but are not limited to:	Circumstances that are <u>NOT</u> considered as extenuating include, but are not limited to:
<ul style="list-style-type: none"> ▪ Loss or change of employment ▪ Loss or change in amount of child support, Social Security, or other benefits ▪ Divorce or separation of parents or spouse ▪ Death of parent(s) or spouse ▪ Unusual medical expenses (not covered by insurance) ▪ One-time taxable income used for life changing events (e.g. IRA, pension distribution, back-year Social Security payments) ▪ Student's parent has retired 	<ul style="list-style-type: none"> ▪ 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



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REQUEST FOR PROFESSIONAL JUDGMENT INSTRUCTIONS

All Requests for Professional Judgment require Tax Return Transcripts for student and parent (if student is dependent) along with W-2's and/or 1099's used to complete the tax return. You may obtain a tax return transcript by going online to www.irs.gov or you can call the IRS at 1-800-908-9946 and follow the prompts to request a Tax Transcript for 2016.

Please allow 2-3 weeks processing time from the time all documentation has been submitted. Notification of the decision by the Financial Aid Office will be sent to your e-mail address. All decisions made by the Financial Aid Office concerning special circumstances are final. If you have questions, please contact us at 318-487-5443.

Check Reason	Documentation Required
<input type="checkbox"/> Loss or change in employment	<ul style="list-style-type: none"> • For Professional Judgments due to job loss, there is a waiting period of 4 months from date of termination • 2018-2019 Request for Professional Judgment form • Detailed letter explaining your circumstances • Copy of 2016 and 2017 Tax Return Transcript and W-2's for student and parents (if dependent) • Letter from former employer(s) stating the last date of employment • Copy of unemployment compensation letter or signed statement that you did not or will not receive unemployment benefits • Copy of last paystub(s) from former employer(s) and current employer(s), if applicable. • Copy of DD214 if appeal is due to discharge from active military duty
<input type="checkbox"/> Loss or change in amount of child support, social security or other benefits	<ul style="list-style-type: none"> • 2018-2019 Request for Professional Judgment form • Detailed letter explaining your circumstances • Copy of 2016 and 2017 Tax Return Transcript and W-2's for student and parents (if dependent) • If benefit is terminated, provide documentation of monthly benefit amount and date of benefit termination • If benefits are reduced, provide documentation of original amount, date of reduction and reduced amount.
<input type="checkbox"/> Divorce or separation of parents or spouse	<ul style="list-style-type: none"> • 2018-2019 Request for Professional Judgment form • Detailed letter explaining your circumstances • Copy of 2016 and 2017 Tax Return Transcript and W-2's for student and parents (if dependent) • Copy of legal separation documentation, proof of separate households, or divorce decree
<input type="checkbox"/> Death of parent(s) or spouse	<ul style="list-style-type: none"> • 2018-2019 Request for Professional Judgment form • Detailed letter explaining your circumstances • Copy of 2016 and 2017 Tax Return Transcript and W-2's for student and parents (if dependent) • Copy of death certificate
<input type="checkbox"/> Unusual medical expenses	<ul style="list-style-type: none"> • 2018-2019 Request for Professional Judgment form • Detailed letter explaining your circumstances • Copy of 2016 and 2017 Tax Return Transcript and W-2's for student and parents (if dependent). If you didn't itemize, please submit proof of payment



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<input type="checkbox"/> One time taxable income (e.g. IRA, Pension distribution, Social Security payments)	<ul style="list-style-type: none"> 2018-2019 Request for Professional Judgment form Detailed letter explaining your circumstances Copy of 2016 and 2017 Tax Return Transcript and W-2's for student and parents (if dependent) Documentation to identify the source of the income Proof of payment and an itemized statement showing how the funds were spent (e.g. cancelled checks, receipts, bank statements)
<input type="checkbox"/> Student's parent has retired	<ul style="list-style-type: none"> 2018-2019 Request for Professional Judgment form Detailed letter explaining your circumstances Copy of 2016 and 2017 Tax Return Transcript and W-2's for student and parents (if dependent) Documentation of monthly income sources for all retirement income, including social security (if applicable)

Signatures and Certifications

By signing below I certify that I have read the professional judgment information sheet. I also certify that all information and documentation given are accurate and true. I understand that misrepresentation of information may result in repayment of federal and state financial aid received.

Student Signature: _____ **Date:** _____

Parent Signature: (For Dependent Students only): _____ **Date:** _____

Student's Spouse Signature (If Married): _____ **Date:** _____

OFFICE USE ONLY

Decision: _____



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Signature of FAA completing PJ: _____ Date _____