

# Professional Judgment

A financial aid professional may use professional judgment, only on a case-by case basis to change certain data elements used to calculate the estimated family contribution (EFC) or Increase the Cost of Attendance (COA). Professional judgment requests will not be accepted after the start of classes for fall semester unless a spring semester only student (which will not be accepted after the start of spring classes).

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SSN: \_\_\_\_\_

ASU ID: \_\_\_\_\_ ASU Email: \_\_\_\_\_ Cell: \_\_\_\_\_

## Steps to request for the execution of professional judgment:

1. A student must request in writing why he/she should be considered for professional judgment. The letter must be signed and dated explaining in detail the circumstance that he/she feels warrants the use of professional judgment. Student should focus on events in the prior year that have affected or will affect his/her family's ability to pay for the current year's college expenses.
2. Must have on file a valid and verified Student Aid Report. Please file your Free Application for Federal Student Aid (FAFSA) according to the instructions provided by the Department of Education. Your special circumstances will be considered only after we have received your SAR. If you have been selected for verification, we must complete that process before considering your special needs. If not selected for verification, you must however provide us with a signed copy of your most recent tax returns.
3. Must submit required documentation for the type of professional judgment requested (*See Documentation Requirements*).

## Conditions that may merit the use of Professional Judgment (Please check one):

- Parent's death or divorce*** for dependent students; death of or divorce from spouse of independent student.
- Loss of employment*** Parent of dependent student, student or spouse of independent student.
- Loss of untaxed benefit*** Parent of dependent student, student or spouse of independent student.
- Extraordinary medical expenses*** in the household to which the student belongs. These must exceed the medical allowance in the Income Protection Allowance.
- Dependent child care*** for children of independent students.
- Computer Purchase Request Form***
- Dependency overrides***
- Other (Please Explain)***

### ALL REQUESTS SHOULD BE DIRECTED TO:

OFFICE OF FINANCIAL AID  
ALCORN STATE UNIVERSITY  
1000 ASU DRIVE, 28  
ALCORN STATE, MS 39096-7500

Please Note: Any adjustments made to your SAR as a result of your request for a professional judgment decision may delay or change your financial aid package.

# DOCUMENTATION REQUIREMENTS:

## *Death or Divorce:*

- ◆ A copy of the death certificate for the parent of a dependent student, spouse of an independent student.
- ◆ A copy of the divorce decree or separation agreement.
- ◆ A signed copy of the parents and/or student's prior year income tax return

## *Loss of Wages:*

- ◆ Termination or resignation letter that includes the last date of employment.
- ◆ Completed, signed copy of prior year's income tax return, W2 forms and any relevant worksheets or schedules.
- ◆ Expected Income Information for the Current Year

## *Loss of Benefits:*

- ◆ Copy of court order that specifies termination date and amount of child support.
- ◆ Copy of letter from appropriate state or federal agency that specifies termination date and amount of benefits.
- ◆ Completed, signed copy of prior year's income tax return, W2 forms and any relevant worksheets or schedules.

## *Extraordinary Medical Expenses:*

- ◆ Receipts for medical expenses that show the total patient liability, that is, the amount due and not covered by insurance.
- ◆ If the receipts do not indicate whether or not the expense was covered by insurance, they must be accompanied by a letter from the medical provider or insurer stating that the expense, or a specified portion of the expense, was payable by the patient.
- ◆ Completed, signed copy of prior year's income tax return, W2 forms and any relevant worksheets or schedules.

## *Dependent Child Care:*

- ◆ Completed copy of dependent child care form (may be picked up from the financial aid office).
- ◆ Completed, signed copy of prior year's income tax return, W2 forms and any relevant worksheets or schedules. The tax form must indicate the names and social security numbers of the dependents for whom this expense is being claimed. Proof of out of pocket expense must be provided.

## *Computer Purchase Request Form*

- ◆ Completed copy of computer purchase request form (may be picked up from the financial aid office).
- ◆ Proof of out of pocket expense must be provided

## *Dependency Overrides:*

- ◆ A dependency override may be requested in cases of complete alienation between a parent and a student. In support of a request for dependency override the student should submit statements from third-parties having first-hand knowledge of the circumstances. These should include statements agency letterhead from social workers, school officials, church officials or others in the positions of authority who are familiar with the situation.
- ◆ The Director of Financial Aid will make the final determination in requests for dependency overrides. Federal regulations do not permit a financial aid officer to perform a dependency override because of a parent's unwillingness to pay for education.