

# 2017-2018

## PROCEDURES TO REQUEST PROFESSIONAL JUDGMENT DUE TO SPECIAL CIRCUMSTANCES

STUDENT NAME (printed):

STUDENT ID#

When your financial aid was determined for the 2017-2018 award year, it was based on the information you provided on the Free Application for Federal Student Aid (FAFSA) for calendar year 2015. Unfortunately, families sometimes experience extenuating circumstances that affect their household financial situation. Some of these circumstances have a direct effect on the family's ability to pay towards the student's education. The Financial Aid Office will re-evaluate your financial aid eligibility **only** after receiving all requested and required documentation. The Director of Financial Aid **may** use professional judgment, as long as it is within the intent of the law. Your request will be given careful consideration and will extend the processing time. The Director of Financial Aid is **NOT** required to adjust awards. Making a request for a review of special circumstances does not guarantee an increase in funding.

All Professional Judgment submissions **require** the following:

### Dependent Students – Student and Parents/Stepparent Independent Students – Student and Spouse (if applicable)

- 2016 W2's
- Most current Paystub(s)
- Detailed letter explaining your circumstances and request

Reason for Request and Additional Documentation Required:

### Please check the reason which best applies to your request for Professional Judgment.

Examples of documentation are listed below for common Professional Judgment reasons: **however additional information may also be requested from you.**

Please note: Although each family's situation is reviewed on an individual basis, the following reasons generally do not result in a change to financial aid eligibility: bankruptcy (Chapter 7), foreclosure, private primary and secondary school tuition. If you are considering Professional Judgment based upon one of these reasons, please contact our office prior to submitting this form.

- Loss/Reduction of Income** Effective Date: \_\_\_/\_\_\_/\_\_\_
- Provide a copy of unemployment benefits approval showing weeks and amount approved for or statement of ineligibility.
  - Provide separation of employment letter.
  - Current paystub if employed in new job.
- Loss of Other Income or Benefits** Effective Date: \_\_\_/\_\_\_/\_\_\_
- Provide documentation of the termination of benefits (loss of child support, alimony, retirement disability, unemployment)
- Death of Parent or Spouse** Date of Death: \_\_\_/\_\_\_/\_\_\_
- Copy of Death Certificate
- Divorce/Legal Separation** Effective Date: \_\_\_/\_\_\_/\_\_\_
- Copy of divorce decree or verification of filing for divorce
  - Copy of 2016 W-2 forms if joint tax return was filed.
  - If a joint return was filed, indicate which parent will remain on the FAFSA application
  - If this is the 2<sup>nd</sup> continuous year of separation we require proof of separate households, i.e. utility bills or lease agreement
- One-time Income – Pension Withdrawal, Sale of Home, Etc.**
- Copy of 1099-R or legal documentation
  - Provide proof of how that income was spent
- Other**
- Please include a detailed letter explain your circumstances



NORTHWOOD  
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# 2017-2018 Request for Professional Judgment Form

STUDENT NAME (printed):	STUDENT ID#
CURRENT ADDRESS:	
CITY-STATE-ZIP CODE:	PHONE: PARENT DAYTIME PHONE:

INCOME DATA			
<i>INCOME</i> <small>If you are dependent, student and parental information is required. If you are independent and married, student and spousal information is required.</small>	<i>ACTUAL</i> 2016	<i>ACTUAL</i> January 1, 2017 to today	<i>ESTIMATED</i> Today to December 31, 2017
Parent 1 gross wages, salaries, tips (including severance pay, disability payments and other income from work)	\$	\$	\$
Parent 2 gross wages, salaries, tips (including severance pay, disability payments and other income from work)	\$	\$	\$
Student's gross wages, salaries, tips (including severance pay, disability payments and other income from work)	\$	\$	\$
Spouse's gross wages, salaries, tips (including severance pay, disability payments and other income from work)	\$	\$	\$
Other Taxable Income(including unemployment):	\$	\$	\$
Other Untaxable Income & Benefits	\$	\$	\$
<i>Office Use</i>	\$	\$	\$

**Office Use Only:**

*Student Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Parent Signature* \_\_\_\_\_ *Date* \_\_\_\_\_  
(Required if dependent student)