



**Step 1. Explanation of Your Special Circumstance**

**Provide a DETAILED LETTER of explanation** of your current situation, explaining what you are asking us to consider, and what has changed financially between 2018 and 2019. Please remember to include applicable dates and any documentation supporting your circumstance. If sufficient documentation is not provided, the Professional Judgment Application will be denied due to the application being incomplete.

**Step 2. Required for ALL Professional Judgments - Verification information:**

- The 2019-20 Verification worksheet
- A copy of your 2017 Federal tax transcripts and W2s (if you filed taxes).
- A copy of your parent(s) 2017 Federal tax transcripts and W2s, (if they filed separately we will require transcripts from both parents). The transcripts can be ordered from [www.irs.gov](http://www.irs.gov) or by calling 800-908-9946.

**Step 3. Information Required for Review of All Special Circumstances**

<b>Expected 2019 taxable &amp; nontaxable income &amp; benefits:</b>	<b>Father</b>	<b>Mother</b>	<b>Student</b>
Expected <b>2019</b> income from work	\$	\$	\$
Expected <b>2019</b> U.S. income tax to be paid	\$	\$	\$
Expected <b>2019</b> unemployment benefits	\$	\$	\$
Expected <b>2019</b> amounts from other taxable income & benefits	\$	\$	\$
Expected <b>2019</b> amounts from untaxed income & benefits	\$	\$	\$

**Step 4. Explanation of circumstances and additional required documents.**

*Check the box that corresponds to your situation and provide the documentation listed whenever applicable.*

**A. Parental loss of employment for more than 10 consecutive weeks in 2019.** (Total loss of employment)

Name of person who is unemployed \_\_\_\_\_ Relationship to Student \_\_\_\_\_

- Termination or cessation of employment for \_\_\_\_\_ weeks in 2019. Required documentation:
  - Employer’s written documentation of termination/cessation of employment.
  - Copy of most recent paystubs or earnings-to-date statement for all 2019 employment (parents & student)
  - Notice of application for unemployment compensation and amount received to date in 2019
  - Documentation of all other sources of student and parent income (taxable and non-taxable)
  
- Disability or natural disaster and unable to earn money for \_\_\_\_\_ weeks in 2019. Required docs:
  - Attending Doctor’s statement of disability
  - Notification of Worker’s Compensation
  - Documentation of employer disability payments
  - Documentation of date disability or natural disaster resulted in termination of employment
  - Documentation of Official Declaration of Natural Disaster status

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Last

First

MI

**B. Parental total loss of an untaxed income or benefit.** Do not include Veterans' education benefits.

- Loss of Disability benefit, Last Date Received \_\_\_\_\_. Please provide the following:
  - Benefit provider's notification of loss of benefit
  - Copies of most recent paystubs or statements of student's & parent's 2019 earnings to date
  - Documentation of all other sources of student & parent income (taxable and non-taxable)
- Loss of Unemployment compensation, Last Date Received \_\_\_\_\_
  - Submit notice of application for unemployment compensation and calendar year amount received to date
- Loss of Court Ordered Child Support, Last Date Received \_\_\_\_\_
  - Submit Court documents verifying loss and the date and conditions

**C. You have already filed your FAFSA or Renewal FAFSA and, since that time:**

- Your parents separated or divorced. Date of separation/divorce \_\_\_\_\_ MM/DD/YY
- One of your parents has died. Date of Death \_\_\_\_\_ MM/DD/YY

Required documentation:

- Copy of student's birth certificate
- Copy of court documented separation **or** divorce decree/settlement **OR** copy of parent's death certificate **or** obituary

**D. Other:** \_\_\_\_\_

- Submit a Letter of explanation regarding your particular situation and documentation.

**Certification Statement:** I swear under penalty of perjury all of the information contained in this application is true to the best of my knowledge. **I understand that providing intentionally false or misleading information in an attempt to obtain federal financial aid can result in a fine of up to \$20,000 and/or incarceration.** I understand that failure to provide the required documentation will result in denial of this application.

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<b>Print Student's Name</b>	<b>Student Signature</b>	<b>Date</b>
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**Student ID** \_\_\_\_\_

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<b>Print Parent's Name</b>	<b>Parent Signature</b>	<b>Date</b>
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