



## 2016-2017 Professional Judgment Application for Independent Students

**\*\* PLEASE COMPLETE USING BLACK OR BLUE INK ONLY! \*\***

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone ( ) \_\_\_\_\_ HGTC E-mail \_\_\_\_\_

This application is a request for a review of special circumstances that you feel may change your financial aid eligibility. The Financial Aid Office (FAO) requires that you provide certain documents to support your claims of special circumstances. The review process begins with an evaluation of the accuracy of the information you submitted on your Free Application for Federal Student Aid (FAFSA). The FAO will evaluate the documents you submit along with your FAFSA information to determine if you are eligible for any financial aid adjustments.

The U.S. Department of education provides in the "Higher Education Amendments of 1998" a reaffirmation of the use of professional judgment in determining eligibility for federal financial aid. This provision allows for consideration of projected year income, rather than prior year income, to calculate a student's eligibility. If you meet a special circumstance requirement in the 2016-2017 award year, your eligibility may be recalculated using expected income for 2015.

### THINGS TO REMEMBER:

- You must submit a copy of your 2015 federal tax transcript, including all schedules. The transcripts can be ordered from [www.irs.gov](http://www.irs.gov) or 800-908-9946. If you and your spouse filed separately, please provide transcripts of both returns.
- You must submit 2015 W-2s and/or 1099 forms with this form.
- Complete and submit the 2016-2017 Verification Worksheet.
- Your request will not be considered if the required information is not provided.
- **Please allow 4 – 6 weeks for processing of this request.**
- **We recommend you complete your current award requirements & accept any current financial aid that you wish to use to satisfy your bill.** Due to the nature of the Professional Judgment process your request may not be completed before the payment deadline. You must satisfy your semester bill even if your Professional Judgment application has not been reviewed or finalized. Your registration will be cancelled if your bill is not satisfied by the payment deadline.
- **Applications submitted after January 1, 2017 must include** copies of 2016 W-2's and or 1099 forms.
- **Applications submitted after March 1, 2017 must include** complete signed copies of 2016 federal tax returns with all schedules, 2016 W2-s and or 1099 forms.
- All documentation must be submitted within 10 business days from the date of notification.
- Complete only the sections that apply to your situation and provide all required documentation.
- If additional information is required, you will be notified by our office.

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_  
Last First Middle

## 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 2015 and 2016. 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 2016-2017 Verification worksheet
- ☐ A copy of your 2015 Federal tax transcript and W2s. The transcripts can be ordered from [www.irs.gov](http://www.irs.gov) or 800-908-9946. If you and your spouse filed separately, please submit transcripts of both returns.

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

Expected 2016 taxable & nontaxable income & benefits:	Student	Spouse
Expected 2016 income from work	\$	\$
Expected 2016 U.S. income tax to be paid	\$	\$
Expected 2016 unemployment benefits	\$	\$
Expected 2016 amounts from other taxable income & benefits	\$	\$
Expected 2016 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. Student or spouse total loss of employment for more than 10 consecutive weeks in 2016.

- ☐ Termination or cessation of employment for \_\_\_\_\_ weeks in 2016. Required documentation:
  - Employer's written documentation of termination/cessation of employment
  - Copy of most recent paystubs or statement of earnings to date for all 2016 employment (student & spouse)
  - Notice of application for unemployment compensation and amount received to date in 2016
  - Documentation of all other sources of student and spouse income (taxable and non-taxable)
- ☐ Total loss of employment due to disability or natural disaster for at least 10 weeks in 2016. Number of weeks in 2016: \_\_\_\_\_. Required documentation:
  - 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

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**B. Student or spouse had total loss of an untaxed income or benefit.** Don't include VA 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 & spouse's 2016 earnings to date
  - Documentation of all other sources of student & spouse 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:**

- ☐ You and your spouse separated or divorced. Date of separation/divorce\_\_\_\_\_MM/DD/YYYY
- ☐ Your spouse has died. Date of Death\_\_\_\_\_MM/DD/YYYY

Required documentation:

- Copy of court documented separation **or** divorce decree/settlement **OR**
- Copy of spouse'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.

Print Student's Name

Student Signature

Date

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