

**2013-2014  
Professional Judgment Request**

PTC ID: \_\_\_\_\_ Name: \_\_\_\_\_

*The Financial Aid Office has established an appeal process to allow for possible recalculation of financial need based on special or unusual circumstances. This appeal is used for a change in income for the student or family. REQUIRED DOCUMENTATION IS LISTED BELOW. INCOMPLETE FORMS WILL NOT BE PROCESSED.*

**In order to request a professional judgment, please provide the following items:**

1. **A personal statement** outlining your extenuating circumstance. You must provide specific details as to how your situation is not accurately represented on your Student Aid Report.
2. Submit **documentation** that can support the reason for your extenuating circumstance. See required documentation below.
3. Submit the 2013-2014 **Verification worksheet**, a copy of your/your parent(s) **2012 Federal IRS Tax Transcript, and W-2s**. You may request the tax transcript at [www.irs.gov](http://www.irs.gov) or call 1-800-908-9946.
4. Complete the **Estimated 2013 Income Information** on the back of this form.

**Required Documentation:**

- Loss of employment for 10 weeks or more** due to lay off or termination of employment (student, spouse or parent).  
Please note: A professional judgment cannot be requested for loss of overtime.
  1. Letter from employer stating employee was laid off or terminated with last date of employment.
  2. Copy of last pay check statement with year to date earnings
  3. Copy of most recent unemployment benefits statement
  
- Change in income due to divorce or separation** (student or parents) – divorce or separation papers.
  
- Death of spouse or parent** – death certificate or obituary.
  
- Disability of student, spouse or parent** – Legal and/or Medical Statement pertaining to the disability; benefit statements.
  
- One Time Income:** Documentation regarding the one time income.

**Certification Statement**

*All of the information on this form is true and complete. If necessary, I agree to provide further proof of the information that I have given. I agree to notify the Financial Aid Office if my situation changes.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**Estimated 2013 Income Information**

**Date of Income Change:** \_\_\_\_\_

PARENT(S): Estimate your income for **1/1/13- 12/31/13**.

STUDENT: Estimate your (and your spouse's) income for **1/1/13 – 12/31/13**.

<b>ESTIMATED TAXABLE INCOME:</b>	<b>PARENT(S)</b>	<b>STUDENT/SPOUSE</b>
Wages, salaries, tips:	Father \$ _____ Mother\$ _____	Student \$ _____ Spouse \$ _____
Interest and dividend income:	_____	_____
Alimony received:	_____	_____
Business and/or farm income:	_____	_____
Partnership and/or S-Corporation income:	_____	_____
Capital gains:	_____	_____
Pensions and annuities:	_____	_____
Rents and royalties:	_____	_____
Unemployment:	_____	_____
Other taxable income:	_____	_____
	Source(s): _____	_____
<b>TOTAL TAXABLE INCOME:</b>	\$ _____	\$ _____

<b>ESTIMATED UNTAXED INCOME</b>		
Social Security benefits for all family members:	_____	_____
Worker's Compensation:	_____	_____
Retirement and/or disability benefits:	_____	_____
TANF and/or Welfare benefits, (excluding Food Stamps):	_____	_____
Untaxed portions of pensions and/or annuities:	_____	_____
Living and housing allowances for clergy, military, etc.:	_____	_____
Child support received:	_____	_____
Veteran's non-educational benefits:	_____	_____
Deductible IRA/Keogh payments:	_____	_____
Other untaxed income and benefits:	_____	_____
	Source(s): _____	_____
<b>TOTAL UNTAXED INCOME:</b>	\$ _____	\$ _____