

**Isothermal Community College**

**Office of Financial Aid**

**Request for Professional Judgment Adjustment to Financial Aid Application 2023-2024**

Name: \_\_\_\_\_ Student Id #: \_\_\_\_\_

**Because the Free Application for Federal Student Aid (FAFSA) is based on prior prior year's income, institutional Financial Aid Officers are allowed to use "Professional Judgment" to make adjustments when a student (or student's family) experiences unusual circumstances which affect their current financial situation. Listed below are the circumstances the Financial Aid Office at Isothermal Community College will consider. Please read through each circumstance and check the one that pertains to your situation.**

- 1. **LOSS OF EMPLOYMENT OR REDUCTION OF INCOME**: The student and/or the student's spouse worked full time (at least 35 hours a week) in 2021, but has had a loss or reduction of income in 2023. For dependent students, the student's parents may also be considered.
  
- 2. **LOSS OF UNTAXED INCOME OR BENEFIT**: The student (or spouse) received an untaxed income or benefit during 2021, but is no longer receiving that income or benefit. This would apply to the student's parent(s) for a dependent student. Examples of unearned income or benefits: TANF, child support, alimony, etc.
  
- 3. **EXCESSIVE MEDICAL OR DENTAL EXPENSES**: The student and/or his/her family had medical or dental expenses, paid out of pocket, in excess of **\$2000** during 2021. **Note: to use this option the medical expenses must show as an itemized deduction on the Federal Income Tax Return.**
  
- 4. **SEPARATION OR DIVORCE AFTER FILING THE FAFSA**: The student has become separated or divorced from their spouse since the date they filed their 2023-2024 FAFSA. This would apply to the separation or divorce of a dependent student's parents. Appropriate legal documentation and/or notarized certification will be required.
  
- 5. **ONE-TIME LUMP SUM DISBURSEMENT, PAYMENT, OR SETTLEMENT**: The student (or spouse) had a one-time lump sum disbursement of funds that appeared on their 2021 Federal Income Tax Return in excess of \$3000. These funds must have been a one-time disbursement and will not be received again in 2022 or 2023. This would apply to a one-time lump sum disbursement of funds for a dependent student's parent(s). This would include such things as a disbursement of a retirement account, a legal settlement, or an inheritance.
  
- 6. **OTHER AS DOCUMENTED BY A FINANCIAL AID OFFICER**: (to be completed by a Financial Aid Officer)

\_\_\_\_\_  
\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SEE REVERSE SIDE FOR REQUIRED DOCUMENTATION**

Approved by: \_\_\_\_\_  
Director's Signature Date

**Required Documentation**

- Layoff notification from employer
- Student's most current or final paycheck
- Spouse's most current or final paycheck
- Parent's most current or final paycheck
- Benefit History Printout from the Employment Security Commission.
- Wage History Statement from the Employment Security Commission.
- W-2(s) for the year 2021 (student, spouse, and/or parents)
- Federal Income Tax Return for the year 2021 (student, spouse, and/or parents)
- W-2(s) and Federal Income Tax Return for the year 2022 (student, spouse, and/or parents)
- Household Verification Worksheet (blue form)
- Verification of loss of social security benefits
- Verification of loss of unemployment benefits
- Verification of pension/retirement roll-over
- Verification of loss of child support
- Statement explaining why professional judgment is being requested. This statement should be as detailed as possible and clearly state the reason why a professional judgment is being requested.
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

This form was issued to the student by: \_\_\_\_\_ on \_\_\_\_\_  
Name of Issuing Staff Member Date Issued