



2018-2019 Professional Judgment Request

Student's Name _____ Crowder ID# _____
 Phone Number _____ Email Address _____

Have you requested a professional judgment in a prior academic year? __Yes __No
If yes, please indicate academic year you had a professional judgment review _____

Special or unusual circumstances may exist that impact the financial resources a student and his/her family have set aside to pay the expenses of attending an institution of higher education. These circumstances may be difficult to explain on the 2018-2019 Free Application for Federal Student Aid (FAFSA) or may occur after the FAFSA has been processed.

- All applicants **MUST** include the following. A Professional Judgment will not be considered until all required documents are provided.
1. **A completed and signed Professional Judgment Appeal Request.**
 2. **A signed letter explaining your circumstances and the reason for the appeal.**
 3. **2016 Tax Return Transcripts from all persons unless the IRS data retrieval tool was used or the Financial Aid Office already has a copy.**
 4. **All copies of W-2's for 2016 for all persons listed on the FAFSA.**
 5. **2018-19 Form A Verification worksheet, unless already on file with the Financial Aid Office.**
 6. **Additional documentation required based on your reason for appeal. Please refer to the chart below for specific documents required, along with documentation required on the second page.**

Check the box below that best describes your situation, and submit the required forms and documentation relevant for your reason.

Select a Box	Reason for Appeal	Additional Required Documents
	A significant reduction in student/spouse or parents income in 2018 compared to 2016. (At least 3 months consecutive unemployment/ significant change in income vs 2016.)	<ul style="list-style-type: none"> ✓ 2016 Tax Return Transcript ✓ Form A- Verification Worksheet ✓ 2016 W-2's (All persons) ✓ Most recent 2018 paystubs for all jobs (no older than 2 weeks from date of submission)
	Separation/ Divorce after 2018-19 FAFSA was filed.	<ul style="list-style-type: none"> ✓ Proof of Legal Separation/ Divorce ✓ 2016 Tax Return Transcript ✓ 2016 W-2's (All persons) ✓ Form A- Verification Worksheet
	Death of Parent/ Spouse after the 2018-2019 FAFSA was filed.	<ul style="list-style-type: none"> ✓ Copy of Death Certificate/ Obituary ✓ 2016 Tax Return Transcript ✓ 2016 W-2's (All persons) ✓ Form A- Verification Worksheet
	High Medical expenses paid during 2018	<ul style="list-style-type: none"> ✓ 2016 Tax Return Transcript ✓ 2016 W-2's (All persons) ✓ Form A- Verification Worksheet ✓ Copies of medical bills/ receipts with dates of service.
	Other Extenuating Circumstances	<ul style="list-style-type: none"> ✓ Any relevant and supporting documentation ✓ Form A, 2016 W-2's, Tax Return Transcripts

2018 Estimated Income Form

Please provide the following:

- The most recent year-to-date paystubs for all parties.
(All paystubs must be current within 2-weeks from the date of submission)
- A letter from the employer documenting the last day of employment. (If Applicable)
- A statement of severance payments or benefits from employer. (If Applicable)
- A statement of unemployment benefits. (If applicable)
- Please fill out the form below for estimated income for calendar year 2018. If you receive no income in a certain category please put **ZERO** in the box.

Estimated Income for 2018 Calendar Year	Student	Spouse/Parent 1	Parent 2
Sources of taxable Income			
Gross earnings from work	\$	\$	\$
Severance Pay	\$	\$	\$
Gross unemployment compensation	\$	\$	\$
Business income	\$	\$	\$
Interest of dividend income	\$	\$	\$
Rental income	\$	\$	\$
Farm/ Ranch net income	\$	\$	\$
Capital Gains	\$	\$	\$
Taxable Pension/ Annuity income	\$	\$	\$
IRA/ Retirement income	\$	\$	\$
Taxable Social Security/ Disability Benefits	\$	\$	\$
Workers Compensation	\$	\$	\$
Alimony Received	\$	\$	\$
Any other Taxed income	\$	\$	\$
Sources of Untaxed income			
Child support received for all children in household	\$	\$	\$
Payments to tax-deferred pension/ savings	\$	\$	\$
IRA deductions	\$	\$	\$
Tax exempt interest	\$	\$	\$
Untaxed portions of IRA distribution	\$	\$	\$
Housing/ Food allowances paid to you	\$	\$	\$
Veteran non-education benefits	\$	\$	\$
Other untaxed income	\$	\$	\$

Professional Judgment Request Checklist

Name _____

Student ID# _____

Please check that the following items are included:

- A fully Completed Professional Judgment Request Form.
- Signed letter describing the circumstance and reason for the appeal.
- 2016 W-2's for all persons.
- 2016 Tax Return Transcripts for all persons involved
(Unless IRS Data Retrieval was used or the Financial Aid Office already has a copy).
- 2018-19 Form A-Verification Worksheet (Unless one is already on file with Financial Aid Office).
- All paystubs for 2018 including current jobs (no paystubs older than 2-weeks from the date of submission for currently employed jobs)
- Letter from employer documenting last day of employment (if applicable).
- Statement of Severance Benefits (if applicable).
- Statement of Unemployment Benefits (if applicable).

The decision made by the Financial Aid Office is **final**. This form will be reviewed once all documents are received. Do not depend on a professional judgment decision for financial arrangements for the current semester. Please contact the Cashiers Office for setting up payment arrangements.

I/we certify that the information provided on this document is true and accurate to the best of my/our knowledge. I/we promise to notify the Financial Aid Office if any of the above information changes following submission of this document. I/we understand that any recalculation adjustments made by the Financial Aid Office may not result in an increase in Federal financial aid eligibility.

Student Signature _____

Date _____

Parent Signature _____
(If Applicable)

Date _____

You may turn your Professional judgment directly in to one of the campuses, or you may email or fax it.

Fax: (417) 455-5731

Email: financialaid@crowder.edu

Crowder College Financial Aid, 601 Laclede Ave., Neosho, MO 64850