



2019-2020 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 2019-2020 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. 2017 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 2017 for all persons listed on the FAFSA.
 5. 2019-20 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 2019 compared to 2017. (At least 3 months consecutive unemployment/ significant change in income vs 2016.)	<ul style="list-style-type: none"> ✓ 2017 Tax Return Transcript ✓ Form A- Verification Worksheet ✓ 2017 W-2's (All persons) ✓ Most recent 2019 paystubs for all jobs (no older than 2 weeks from date of submission)
	Separation/ Divorce after 2019-20 FAFSA was filed.	<ul style="list-style-type: none"> ✓ Proof of Legal Separation/ Divorce ✓ 2017 Tax Return Transcript ✓ 2017 W-2's (All persons) ✓ Form A- Verification Worksheet
	Death of Parent/ Spouse after the 2019-2020 FAFSA was filed.	<ul style="list-style-type: none"> ✓ Copy of Death Certificate/ Obituary ✓ 2017 Tax Return Transcript ✓ 2017 W-2's (All persons) ✓ Form A- Verification Worksheet
	High Medical expenses paid during 2019	<ul style="list-style-type: none"> ✓ 2017 Tax Return Transcript ✓ 2017 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, 2017 W-2's, Tax Return Transcripts

2019 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 2019. If you receive no income in a certain category please put **ZERO** in the box.

Estimated Income for 2019 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.
- 2017 W-2's for all persons.
- 2017 Tax Return Transcripts for all persons involved
(Unless IRS Data Retrieval was used or the Financial Aid Office already has a copy).
- 2019-20 Form A-Verification Worksheet (Unless one is already on file with Financial Aid Office).
- All paystubs for 2019 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