



## 2022-2023 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 2022-2023 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. Be specific and include dates and current jobs.**
  3. **2020 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 2020 for all persons listed on the FAFSA.**
  5. **2022-23 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**

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 parent's income in 2022 compared to 2020. (At least 3 months consecutive unemployment/ significant change in income vs 2020.)	<ul style="list-style-type: none"> <li>✓ 2020 Tax Return Transcript</li> <li>✓ Form A- Verification Worksheet</li> <li>✓ 2020 W-2's (All persons)</li> <li>✓ Most recent 2022 paystubs for all jobs (no older than 2 weeks from date of submission)</li> </ul>
	Separation/ Divorce after 2022-2023 FAFSA was filed.	<ul style="list-style-type: none"> <li>✓ Proof of Legal Separation/ Divorce</li> <li>✓ 2020 Tax Return Transcript</li> <li>✓ 2020 W-2's (All persons)</li> <li>✓ Form A- Verification Worksheet</li> </ul>
	Death of Parent/ Spouse after the 2022-2023 FAFSA was filed.	<ul style="list-style-type: none"> <li>✓ Copy of Death Certificate/ Obituary</li> <li>✓ 2020 Tax Return Transcript</li> <li>✓ 2020 W-2's (All persons)</li> <li>✓ Form A- Verification Worksheet</li> </ul>
	High Medical expenses paid during 2022	<ul style="list-style-type: none"> <li>✓ 2020 Tax Return Transcript</li> <li>✓ 2020 W-2's (All persons)</li> <li>✓ Form A- Verification Worksheet</li> <li>✓ Copies of medical bills/ receipts with dates of service.</li> </ul>
	Other Extenuating Circumstances	<ul style="list-style-type: none"> <li>✓ Any relevant and supporting documentation</li> <li>✓ Form A, 2020 W-2's, Tax Return Transcripts</li> </ul>

## 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. This should include specific dates, as well as detailing who is currently working in the current year.
- 2020 W-2's for all persons.
- 2020 Tax Return Transcripts for all persons involved  
(Unless IRS Data Retrieval was used or the Financial Aid Office already has a copy.)
- 2022-23 Form A-Verification Worksheet (Unless one is already on file with Financial Aid Office).
- All paystubs for 2022 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](mailto:financialaid@crowder.edu)**