



## 2016-2017 Professional Judgment Request

If you have extenuating circumstances which you believe warrant a re-evaluation of your eligibility for financial aid, you must complete this form.

**INCOMPLETE REQUESTS WILL BE RETURNED. ADDITIONAL DOCUMENTATION MAY BE REQUIRED.**

### A. Student Information

Name \_\_\_\_\_ Student ID \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

The CNC Financial Aid office can consider a student's unusual circumstances to make adjustments to the Free Application for Federal Student Aid (FAFSA) data elements used to calculate the Expected Family Contribution (EFC) and/or change a Student's dependency status, according to the policies and procedures of the U.S. Department of Education.

**B. Reason for professional judgment consideration.** Please check reason(s) below. You must document the reason for your appeal with a letter of explanation and any supporting documentation.

- Dependency Status adjustment
  - Unaccompanied and Homeless Youth
- Loss of income or change in source of income (check all that apply)
  - Parent     Student     Student's Spouse
- Medical and dental expenses not covered by insurance
- Divorce or Separation
- Cost of Attendance due to special requirements of your courses
- Death of parent/spouse
- Other extenuating circumstances (Please explain)

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## C. Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

### Professional Judgment Guidance

#### Required Documentation

- **Completed 2016-2017 Free Application for Federal Student Aid (FAFSA)**
- **Dependent Students:** Submit a copy of your 2015 Federal Tax Transcript or W-2 Form(s) if you did not file; a copy of your parents' 2015 Federal Tax Transcript or W-2 form(s) if they did not file; and Dependent Student – Tracking Group V-1 Worksheet which can be found on line or can be requested from the financial coordinator. If the student or parent has used the IRS Data Retrieval Tool then they do not need to submit the tax transcript.
- **Independent Students:** Submit a copy of your or your spouse's 2015 Federal Tax Transcript or W-2 Form(s) if you did not file; and Independent Student –Tracking Group V-1 Worksheet which can be found on line or can be requested from the financial coordinator. If the student used the IRS Data Retrieval Tool then they do not need to submit the tax transcript.
- **Dependency Status:** Submit a personal narrative letter explaining your relationship with your parents(s) and submit a copy of all documents that support the claims in the in the letter. Also include 2 letters from professionals (teacher, employer, clergy member, and landlord) that can confirm the statement in your personal narrative letter. Documentation may include court documents.
- **Unaccompanied and Homeless Youth:** Submit a written statement from relevant authority such as a homeless shelter counselor, director, or social worker.
- **Loss or change in income:** Student/Parent/Student's Spouse: Submit proof of prior year income and current year expected income. For loss of income, submit proof of reason and date of income loss. Also include a letter from previous employer and most recent year to date paystub.
- **Excessive medical and dental expenses:** Submit proof of actual medical and dental payments made in the prior year that were not reimbursed by insurance.
- **Death of parent or spouse:** Submit a copy of the death certificate and surviving parents or students expected current year income.
- **Divorce or Separation:** Submit a copy of the divorce decree or a letter of separation. Include the current year income and W-2's for the student. Also if the student is a dependent the custodial parent current year income and W-2's.
- **Cost of Attendance due to special requirements of your courses:** Submit cost of computer, software, equipment, etc.
- **Other extenuating circumstances:** Submit a letter explaining your special circumstances. Submit as much documentation as possible to support your reason for requesting consideration.

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