



ST. FRANCIS COLLEGE

BROOKLYN HEIGHTS, NEW YORK

Student Financial Services
Phone 718-489-5255

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2016-2017 Professional Judgment Form and Instructions

A. Student's Information

Student's Last Name First Name M.I. _____
Student's Identification (ID) Number

Student's Street Address (include apt. no.) _____
Student's Date of Birth

City State Zip Code _____
Student's Email Address

Student's Home Phone Number (include area code) _____
Student's Alternate or Cell Phone Number

B. Reason for Appeal *[Please check the reason(s) that apply to your situation.]*

- Unemployment of Parent(s) for at least four (4) months in 2016
- Death of Parent after student has filed the 2016-2017 Free Application For Federal Student Aid (FAFSA)
- Divorce (or pending divorce) of parents after student has filed the 2016-2017 FAFSA
- A student/parent/spouse had untaxed income in 2015 (Child support, alimony, unemployment, etc.) that has ceased.
- A student or spouse has been unemployed for at least four (4) months in 2016.
- A death of a spouse after a student has filed the 2016-2017 FAFSA
- The divorce (or pending divorce) of a student who has already filed the 2016-2017 FAFSA
- Disability of student/spouse/parent
- Loss of Earnings due to Natural Disaster
- Other: _____

If the student's EFC (Estimated Family Contribution) is already zero (0), the professional judgment will not be reviewed, except in the case of a budget increase request, due to the fact that the student is already eligible for the maximum federal financial aid available.

*** After October 1, 2016, a professional judgment for loss of income will not be considered until the 2016 tax return transcripts and W-2 forms are received.***

Submission and approval of a professional judgment does not a guarantee a change in student’s financial aid eligibility. The Office of Financial Aid Administrator’s decision as to whether or not to make changes is final and can’t be appealed to the U.S. Department of Education.

*******ALL DOCUMENTATION MUST PROVIDED*****
(Please refer to 2016-2017 Professional Judgment Information for required documentation)**

This appeal will not be accepted without documentation attached. Documentation should verify (prove) what you state as your reasons for the appeal. Failure to provide adequate documentation will result in your appeal being denied.

C. Professional Judgment Information for required documentation

The Office of Student Financial Services can use their professional judgment to make adjustments on your Student Aid Report (SAR) because of unusual circumstances. You will have to provide enough documentation to support any adjustments. The Office of Student Financial Services decision as to whether or not to make changes is final and can’t be appeal to the U.S. Department of Education. Listed below are examples of circumstances for which a professional judgment might be considered at Saint Francis College. Other circumstances may be considered if warranted. Documentation must be attached in order for the request to be reviewed. **After October 1, 2016, a professional judgment for loss of income will not be considered until the 2015 IRS tax return transcripts and W-2 forms are received.**

In order to appeal you must submit the following:

- A signed statement asking for a reevaluation and explaining the situation in detail.
- A signed copy of the 2015 federal IRS tax return transcripts for both student and spouse/parent.
- 2015 W-2 forms for both student and spouse/parent.
- 2016-2017 Monthly Expense Worksheet
- Specific documentation relative to your situation. See below.

1. A parent has been unemployed for at least 4 months in 2016.

- A statement from parent indicating the date on which he/she became unemployed, the situation that led to the unemployment and any prospects he/she might have for employment in the near future.
- Letter employer stating the last date of employment.
- Verification of unemployment income or employment office denial of unemployment funds.
- Documentation of all earned income from January 1, 2016, to present. This documentation could be in the form of the latest check stub indicating “year-to-date” earnings or a statement on letterhead from previous employer(s) verifying 2015 earnings.

- Documentation of all other income that the parent might have received or anticipates receiving (from January 1, 2016 to December 31, 2016), both earned and untaxed.

2. The death of a parent after student has filed the 2016-2017 Free Application for Federal Student Aid (FAFSA).

- Copy of death certificate.
- If parents are married, a copied of the deceased parents W2.

3. Divorce (or pending divorce) of parents after student has filed the 2016-2017 FAFSA.

- Copy of official divorce decree (must be signed by a judge) or attorney statement of pending divorce.
- If there is no legal documentation, please provide proof that parents are no longer together (i.e. utility bills and/or driver licenses and insurance documents).
- Statement from parent with whom student resides (or parent contributing to more than half of student's support) indicating any additional income that parent will receive in 2016 as a result of the divorce. Included would be such things as child support, alimony, ex-spouse's making house payment, etc.
- Both parents W2's.

4. A student/parent/spouse had untaxed income in 2015 (disability, child support, alimony, unemployment, etc.) that has ceased.

- Statement from student/parent stating what the income was and why it ceased.
- Verification of the 2015 untaxed income.
- Verification from the source of the untaxed income documenting the date on which it ceased and the amount received in 2016.

5. A student or spouse has been unemployed for at least 4 months in 2016.

- Statement from student indicating the date that he/she (or spouse) became unemployed, the situation that led to the unemployment and any prospects there might be for employment in the near future.
- Letter on letterhead or official notice from employer verifying the last date of employment.
- Verification of unemployment income or employment office denial of unemployment funds.
- Documentation of any earned income from January 1, 2016 to present. This documentation could be in the form of the latest check stub indicating "year-to-date" earnings or a statement on letterhead from previous employer(s) verifying 2016 earnings.
- Documentation of all other income that the student (or spouse) might have received or anticipates receiving (from January 1, 2016 to December 31, 2016), both earned and untaxed.

7. The death of a spouse after a student has filed the 2016-2017 FAFSA.

- Copy of death of certificate.
- Copy of deceased spouses W2.

8. The divorce (or pending divorce) of a student who has already filed the 2016-2017 FAFSA.

- Copy of official divorce decree (must be signed by a judge) or attorney statement of pending divorce.
- If there is no legal documentation, please provide proof that you and your spouse are no longer together (i.e. utility bills and/or driver licenses and insurance documents).
- Statement from student indicating any additional income that he/she will receive in 2015 as a result of the divorce. Included would be such things as child support, alimony, ex-spouse's making house payment, etc.
- Both W2's required.

9. Disability of student/spouse/parent

- Medical documentation of disability and any benefits received as a result of disability.
- Statement from employer showing earnings for the current year until student/spouse/parent became disabled.
- Unemployment compensation documentation of amounts and duration of payment(s).
- Income from all sources taxed and untaxed for the current calendar year.

10. Loss of Earnings due to Natural Disaster

- Documentation of Official Declaration of Natural Disaster status
- Submit a letter explaining the situation along with supporting evidence; and
- Submit official reports, invoices, and receipts of expenses paid by the family not covered by insurance (i.e. FEMA assistance application, insurance claim forms, insurance appraisal form, or other documentation) and
- Submit a copy of the statement(s) from the insurance company of any paid or denied claims.

Important note regarding Natural Disasters:

Supporting documentation for expenses incurred from a natural disaster can only be taken into consideration for one academic year. ***You will not be able to claim the same expenses for any future academic years.***

D. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **The student and one parent must sign and date.**

Student Signature

Date

Parent Signature

Date

For Office Use Only

Approved: _____

Denied: _____

Reason for denial: _____

Associate Director of Financial Aid Signature

Date