

SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

PROFESSIONAL JUDGMENT APPEAL

After November 30, 2015, a professional judgment for loss of income will not be considered until the 2015 tax transcripts and W-2 forms are received.

The Office of Financial Aid 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 Financial Aid Administrator's decision as to whether or not to make changes is final and cannot be appealed to the U.S. Department of Education. Listed below are examples of circumstances for which a professional judgment might be considered at Southwest Tennessee Community College. Other circumstances may be considered if warranted. Documentation must be attached in order for the request to be reviewed.

- If the student's EFC (Estimated Family Contribution) is already zero (0), the professional judgment will not be reviewed because the student is already eligible for the maximum federal financial aid available.
- Submission and approval of a professional judgment does not guarantee a change in student's financial aid eligibility.

Name _____
Last First Middle Initial

Address _____
City State ZIP Code

Telephone _____ Social Security or Banner ID number _____

Reason for Appeal

Please see the reason(s) that apply to your situation on the next page and furnish all documents requested.

By signing below, I certify that I have read the professional judgment information sheet. I also certify that all information and documentation given are accurate and true. I understand that misrepresentation of information may result in repayment of federal and state financial aid received. Faxes are not acceptable. This document requires actual signatures. Please sign and submit to the Financial Aid Office by mail or in person.

Student Signature _____ Date _____

Professional Judgment Appeal 2015-2016

- Please include all 2014 US Income tax documents and appropriate 2015-2016 Verification Worksheet in addition to the required documentation below. Tax transcripts must be signed. If not, they will be held for a signature.

Reason for Professional Judgment Appeal and required documentation

- 1. A parent of a dependent student has been unemployed for at least 10 consecutive weeks in 2015.**
 - ☐ 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.
 - ☐ Verification of unemployment income or employment office denial of unemployment funds on official letterhead.
 - ☐ Documentation of all earned income from January 1, 2015 to present. This documentation could be in the form of the latest check stub indication “year-to-date” earnings or a statement on official letterhead from previous employer(s) verifying 2015 earnings.
 - ☐ Documentation of all other anticipated income the parent might have received or anticipates receiving from January 1 to December 31, 2015, both earned and untaxed.
 - ☐ Signed copy of parents’ 2014 Federal Tax transcript (1040, 1040A, or 1040EZ) including copies of W-2 forms.
- 2. The death of a parent after a dependent student has filed the 2015-2016 Free Application for Federal Student Aid (FAFSA).**
 - ☐ Signed copy of parents’ 2014 Federal Tax transcript (1040, 1040A, or 1040EZ), including copies of W2 forms.
 - ☐ Copy of death certificate.
- 3. Divorce (or pending divorce) of parents after a dependent student has filed the 2015-2016 FAFSA.**
 - ☐ Copy of official divorce decree (must be signed by a judge) or attorney statement of pending divorce.
 - ☐ Signed copy of parents’ 2014 Federal Tax transcript (1040, 1040A, or 1040EZ), including copies of W2 forms.
 - ☐ 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 2015 because of the divorce. Included would be such things as child support, alimony, ex-spouse’s making house payment, etc.
- 4. A parent of a dependent student has lost the job that he/she held in 2014 and is now employed in a lower paying position.**
 - ☐ Statement from parent describing the situation that led to the loss of the first job, the date he/she started working at the current job and how much he/she anticipates earning in 2015.
 - ☐ Statement from parent’s current employer on official letterhead verifying when he/she started working, average number of hours working per week, rate of pay, and amount earned from January 1, 2015 to present.
 - ☐ Documentation of all other 2015 income that parent might have received or anticipates receiving (from January 1 to December 31, 2015), both earned and untaxed. This documentation could include the last check stub indicating “year-to-date” earnings statement on official letterhead from the previous employer(s) and, if applicable, verification of unemployment income or employment office denial of unemployment funds on official letterhead.
 - ☐ Signed copy of parents’ 2014 Federal Tax transcript (1040, 1040A, or 1040EZ), including copies of W2 forms.
- 5. Parent of dependent student had untaxed income in 2014 (Social Security, child support, alimony, unemployment, etc.) that has ceased.**
 - ☐ Statement from parents stating what the income was and why it ceased.
 - ☐ Verification of the 2014 untaxed income on official letterhead.
 - ☐ Verification from the source (on official letterhead) of the untaxed income documenting the date on which it ceased and the amount received in 2014.

6. An Independent student/spouse or Dependent student has been unemployed for at least 10 consecutive weeks in 2015.

- ☐ 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.
- ☐ Verification of unemployment income or employment office denial of unemployment funds on official letterhead.
- ☐ Documentation of any earned income from January 1, 2015 to present. This documentation could be in the form of the latest check stub indicating “year-to-date” earnings or a statement on official letterhead from previous employer(s) verifying 2015 earnings.
- ☐ Documentation of all other anticipated income the student (or spouse) might have received or anticipates receiving from January 1 to December 31, 2015 both earned and untaxed.
- ☐ Signed copy of student’s and spouse’s 2014 Federal Tax transcript (1040, 1040A, or 1040EZ) including copies of W2 forms.

7. The death of a spouse after an independent student has filed the 2015-2016 FAFSA.

- ☐ Signed copy of 2014 Federal Tax transcript (1040, 1040A, or 1040EZ) including copies of W2 forms.
- ☐ Copy of death certificate.

8. The divorce (or pending divorce) of an independent student who has already filed the 2015-2016 FAFSA.

- ☐ A judge (must sign copy of official divorce decree) or attorney statement of pending divorce.
- ☐ Signed copy of student’s and spouse’s 2014 Federal Tax transcript (1040, 1040A, or 1040EZ) including W2 forms.
- ☐ Statement from student indicating any additional income he/she will receive in 2015 because of the divorce. Included would be such things as child support, alimony, ex-spouse’s making house payment, etc.

9. An Independent student/spouse or Dependent student lost the job that he/she held in 2014 and is now employed in a lower paying position.

- ☐ Statement from student describing the situation that led to the loss of the first job, the date he/she started working at the current job, and how much he/she anticipates earning in 2015.
- ☐ Statement from student’s (or spouse’s) current employer on official letterhead verifying when he/she started working, average number of hours working per week, rate of pay, and the amount earned from January 1, 2015 to present.
- ☐ Documentation of all other 2015 income the student (or spouse) might have received or anticipates receiving from January 1 to December 31, 2015, both earned and untaxed. This documentation could include the last check stub indicating “year-to-date” earnings statement on official letterhead from the previous employer(s), and if applicable, verification of unemployment income or employment office denial of unemployment funds on official letterhead.
- ☐ Signed copy of student’s and spouse’s 2014 Federal Tax transcript (1040, 1040A, or 1040EZ), including W2 forms.

10. An Independent or Dependent student had untaxed income in 2014 (Social Security, child support, alimony, unemployment, etc.) that has ceased.

- ☐ Statement from student stating what the income was and why it ceased.
- ☐ Verification of the 2014 untaxed income on official letterhead.
- ☐ Verification from the source (on official letterhead) of the untaxed income documenting the date on which it ceased and the amount received in 2014.

11. An Independent student/spouse or Dependent student was working full time in 2014 but is only working part time now.

- ☐ Statement from student stating why he/she (or spouse) is only working part time, the date the change took place, and how much he/she anticipates earning in 2015.
- ☐ Statement from student’s (or spouse’s) current employer on official letterhead verifying when he/she went to part time, average number of hours working per week, rate of pay, and amount earned from January 1, 2015 to present.
- ☐ Documentation of all other 2015 income the student (or spouse) might have received or anticipates receiving from January 1 to December 31, 2015, both earned and untaxed.
- ☐ Copy of student’s and spouse’s 2014 Federal Tax transcript (1040, 1040A, or 1040EZ), including W2 forms.

OFFICIAL USE ONLY

Date Received _____ Approved ☐ Yes ☐ No

Comments _____

Staff Signature _____



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Southwest Tennessee Community College is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability or age in its program and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director of Human Resources and Affirmative Action, 737 Union Avenue, Memphis, TN 38103, (901) 333-5760.