REQUEST FOR PROFESSIONAL
JUDGEMENT

Name:

(Last Name)
Date of	Birth:

(First Name)

(State)

Student ID No.:

(County)

(Zip)

2021-202

Mailing Address:

(Street address, P.O. Box, Rural Route, Etc.)

(City)

INSTRUCTIONS

Financial aid eligibility for the academic year is calculated based on the information you provided on the Free Application for Federal Student Aid (FAFSA). The income and asset information that you submitted was evaluated by a formula called Federal Methodology as set by Congress. This formula assumes that 2019 income is a good predictor of the family's financial strength during the student's 2021-2022 enrollment. Based on this assumption, financial aid eligibility is determined using 2019 tax return information.

The Office of Financial Aid at UACCM recognizes that many families have changes in income or family situation that cannot be reflected in the 2019 tax return data. Therefore, it is possible for students to appeal their financial aid eligibility if they have unique financial circumstances. A Request for Professional Judgment may be filed if you have extenuating circumstances, which you believe warrant a reevaluation of your financial aid.

CIRCUMSTANCES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Loss or change of employment
- Loss or change in amount of child support, Social Security, or other benefits
- Divorce or separation of parents or spouse
- Death of parent(s) or spouse
- Unusual medical expenses (not covered by insurance)
- One-time taxable income used for life changing events (e.g. IRA, pension distribution, back-year Social Security payments)
- Student's parents has retired
- Purchase of a computer

CIRCUMSTANCES THAT ARE NOT CONSIDERED AS EXTENUATION INCLUDE, BUT ARE NOT LIMITED TO:

- Standard living expenses (e.g. utilities, credit card payments, children's allowances, etc.)
- Mortgage payments
- Car payments
- Credit card or other personal debts
- Vacation expenses
- All other discretionary expenses

All Requests for Professional Judgment require Tax Return Transcript for student and parent (if student is dependent) along with W-'s and/or 1099's used to complete the tax return. You may obtain a tax return transcript by going online to www. irs.gov or you can call the IRS at 1-800-829-1040 and follow the prompts to request a Tax Transcript for 2019. Please allow 3 to 4 weeks processing time from the time all documentation has been submitted. All decisions made by the Office of Financial Aid concerning special circumstances are final. If you have questions, please contact us at 501-977-2055.

Check Reason	Documents That May Be Required
 Loss or change in employment 	 For Professional Judgments due to job loss, there is a 4 week waiting period from date of termination 2021-2022 Request for Professional Judgment form Detailed letter explaining your circumstances (signed and dated) Copy of 2019 Tax Return Transcript and W-2s for student and parents (if dependent) Copy of DD214 if appeal is due to discharge from active military duty. Copy of 2020 income taxes or the following three documents: Letter from former employer(s) stating the last date of employment Copy of unemployment compensation letter or signed statement that you did not or will not receive unemployment benefits Copy of last paystub(s) from former employer(s) and current employer(s) if applicable



Che	eck Reason	Documents That May Be Required
2.	Loss or change in amount of child support, social security or other benefits	 2021-2022 Request for Professional Judgment form Detailed letter explaining your circumstances (signed and dated) Copy of 2019 Tax Return Transcript and W-2's for student and parents (if dependent) of child support, social security, If benefit is terminated, provide documentation of monthly benefit amount and date of benefit termination If benefits are reduced, provide documentation of original amount, date of reduction and reduced amount.
3.	Divorce or separation of parents or spouse	 2021-2022 Request for Professional Judgment form Detailed letter explaining your circumstances (signed and dated) Copy of 2019 Tax Return Transcript and W-2's for student and parents (if dependent) Copy of legal separation documentation, proof of separate, households, or divorce decret
4.	Death of parent(s) or spouse	 2021-2022 Request for Professional Judgment form Detailed letter explaining your circumstances (signed and dated) Copy of 2019 Tax Return Transcript and W-2's for student and parents (if dependent) Copy of death certificate
5.	Unusual medical expenses	 2021-2022 Request for Professional Judgment form Detailed letter explaining your circumstances (signed and dated) Copy of 2019 Tax Return Transcript and W-2's for student and parents (if dependent) If you didn't itemize, please submit proof of payment
6.	One-time taxable income (e.g. IRA, Pension distribution, back-year Social Security payments)	 2021-2022 Request for Professional Judgment form Detailed letter explaining your circumstances (signed and dated) Copy of 2019 Tax Return Transcript and W-2's for student and parents (if dependent) Documentation to identify the source of the income Proof of payment and an itemized statement showing how the funds were spent (e.g. cancelled checks, receipts, bank statements.)
7.	Student's parent has retired	 2021-2022 Request for Professional Judgment form Detailed letter explaining your circumstances (signed and dated) Copy of 2019 Tax Return Transcript and W-2's for student and parents (if dependent) Documentation of monthly income sources fr all retirement income, including social security
8.	Other	 2021-2022 Request for Professional Judgment form Detailed letter explaining your circumstances (signed and dated) Copy of 2019 Tax Return Transcript and W-2's for student and parents (if dependent) Document supporting change

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STUDENT'S FAMILY INFORMATION:

List the people in your household:

WHO TO INCLUDE IF YOU ARE A DEPENDENT

- Yourself
- Your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2021, through June 30, 2022, or if the other children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will
 continue to provide more than half of their support through June 30, 2022.

WHO TO INCLUDE IF YOU ARE INDEPENDENT

- Yourself
- Your spouse, if married
- Your children, if you will provide more than half of their support from July 1, 2021 through June 30, 2022, or the child would be required to provide your information if they were completing a FAFSA for 2021-2022. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2022

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Include the name of the college for any household member, except a parent(s), who will be enrolled, <u>at least half time</u> in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2021, and June 30, 2022.

Full Name	Age	Relationship	College	Will be enrolled at least half time?
		Self	UACCM	Yes No
				Yes No

A. INCOME ASSESSMENT FORM

Please complete the table below to help us assess your actual income for 2021. Report all income you expect to receive through December 31, 2021, in the appropriate boxes. You must include documentation supporting all income.

PARENT(S)/GUARDIAN INCOME INFORMATION

Income for 2021 (January 1 to December 31)	Actual 01/01/2021 to Today	Estimated Today to 12/31/2021	Totals = Actual + Estimated
FATHER'S Income earned from work (wages, salaries, tips, net farm or business)	\$	\$	\$
MOTHER'S expected income earned from work (wages, salaries, tips, net farm or business)	\$	\$	\$
Other taxable income (dividends, interest, pensions, annuities, alimony, unemployment compensation, capital gains, etc.)			
Source:	\$	\$	\$
Social Security benefits	\$	\$	\$
Child support received	\$	\$	\$
Other untaxed income (earned income credits, welfare benefits, workers comp., payments to IRA/ Keogh, etc)			
Source:	\$	\$	\$
Total parental income for 2021	\$	\$	\$

STUDENT INCOME INFORMATION

Income for 2021 (January 1 to December 31)	Actual 01/01/2021 to Today	Estimated Today to 12/31/2021	Totals = Actual + Estimated
Student's income earned from work (wages, salaries, tips, net farm or business)	\$	\$	\$
Spouse's expected income earned from work (wages, salaries, tips, net farm, or business)	\$	\$	\$
Other taxable income (dividends, interest, pensions, annuities, alimony, unemployment compensation, capital gains, etc.)			
Source:	\$	\$	\$

FINANCIAL AID OFFICE





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Income for 2021 (January 1 to December 31)	Actual 01/01/2021 to TodayEstimated Today to 12/31/2021		o Totals = Actual + Estimated	
Social Security benefits	\$	\$	\$	
Child support received	\$	\$	\$	
Other untaxed income (earned income credits, welfare benefits, workers comp., payments to IRA/ Keogh, etc)				
Source:	\$	\$	\$	
Total Student Income for 2021	\$	\$	\$	

ASSET INFORMATION

Please list the current asset information (if any of the following are applicable): Net worth means the market value of the asset minus debt on the asset	Parent Assets (For Dependent Students Only)	Student (and Spouse if Married) Assets
Current amount of cash, savings, and checking	\$	\$
Current net worth or real estate/investments (other than home)	\$	\$
Current net worth of farm or business	\$	\$

C. CERTIFICATION AND SIGNATURE

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

Signature:	Date:	
(Parent Signature For Dependent Students Only)		
Signature:	Date:	
(Student)		

Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

OFFICIAL USE ONLY

Date: