



Office of Financial Aid  
Professional Judgment Appeal

Student: \_\_\_\_\_ Bear #: \_\_\_\_\_

**Professional Judgment Documentation Process**

Required documentation is bulleted below. Additional documentation or clarification may be requested. *Include the student bear number on all submitted documents.*

This document must be completed and uploaded to Ursa to complete your request.

**Loss of Employment/Income**

- Termination Letter or Unemployment documentation from the state office where benefits were received, and
- Federal Tax Return or Tax Transcript for the year in which the loss of income occurred, or
- Copies of year-to-date check stubs or other applicable support

**One time disbursement of 401K or investment funds**

- Copy of Form 1099-R, and
- Federal Tax return from the year in which the loss occurred

**Loss of Alimony or Child Support**

- Copy of legal document showing when the income will cease

**Death of Parent or Spouse**

- Copy of death certificate or obituary, and
- Expected life insurance or death benefits received, and
- Federal Tax Return for the year in which the death occurred, and
- W-2's for surviving parent/spouse for the corresponding year of loss, or
- Copies of year-to-date check stubs or other applicable support

**Legal Separation or Divorce (student or parent)**

- Final Divorce Decree or Separation Agreement, and
- Documentation of separate residences for separating/divorced parties, and
- W-2's from the year in which the loss occurred, and
- Federal Tax Return from the year in which the loss occurred

**Marriage after FAFSA Completion (student)**

- Copy of Marriage Certificate, and
- Signed statement from student and spouse about understanding that changing this information could negatively affect their eligibility. It also needs to state who is in the household (that the student or spouse is supporting more than 50%) and how many household members are in college at least half-time, and
- Federal tax return or tax transcript for both student and spouse, for corresponding FAFSA year

**Out-of-pocket Medical Expenses paid for student and/or parent**

- Schedule A from Federal Tax Return or Federal Tax Transcript for the year in which the loss occurred, or
- Itemized payment history from medical provider/pharmacy

Student: \_\_\_\_\_ Bear #: \_\_\_\_\_

### CERTIFICATION

*I certify the information and supporting documentation I provided with my appeal are true and correct to the best of my knowledge. I agree to provide the University of Northern Colorado with any additional documentation other than the items listed to support my appeal. I understand that I may be subject to repayment of financial aid if my claims prove to be misleading. If you purposely give false or misleading information on this form, you are subject by the federal government to a \$10,000 fine, a prison sentence or both.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Spouse Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Father's/Stepfather's Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Mother's/Stepmother's Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Important Notes:

- Appeals are reviewed on a case-by-case basis.
- In many cases, an adjustment does not always result in an increase in the student's eligibility for grants or scholarships. In fact, adjustments may likely only increase the student or parent eligibility for loans.
- As part of the appeal process, the original FAFSA information may be verified. Be prepared to submit additional documentation such as Tax Transcripts, Non-Filing letters, etc., as needed. The results of the verification can change any previous award offers in the form of reductions or cancellations.
- Incomplete appeals will be denied.