

## 2022-2023 Professional Judgment Form

Student ID #: \_\_\_\_\_

Student's Full Legal Name: \_\_\_\_\_, \_\_\_\_\_

(Please print clearly)

*Last*

*First*

Parent Email: \_\_\_\_\_

Phone number \_\_\_\_\_

*(if applicable)*

Your appeal will be reviewed by the Financial Aid Professional Judgment Committee and you will be notified via email of their decision once completed. **All appeal decisions are final.**

### Important Notes:

- Additional information may be requested after providing the documentation listed on this form.
- Approval of appeal **does not guarantee** receipt of additional aid.
- Appeals must be submitted by **July 1, 2022** for students attending **fall term only or fall and spring**.
- Appeals must be submitted by **November 16, 2022** for students attending **spring term only**.
- Include student's name and NSU ID# on every page of documentation.
- Allow **three to four weeks** for a decision after submitting all requested documentation. **There will be no appeals for student/parents who voluntarily quit their jobs.**

### Required for appeals:

\* All documents listed below and on page 2 should be submitted **together** before Professional Judgment processing can begin.

*Reason for the appeal (to be completed by student and/or parent)*


**Documents needed for all students who have been selected for verification. Submit the following documents if requested below.**

- Independent Verification Worksheet
- Dependent Verification Worksheet
- Copy of Parent's 2020 Federal income tax transcript\*
- Copy of Student's/spouse 2020 Federal income tax transcript\*

\* **NOTE: Federal income tax transcripts are not copies of the tax filer's tax forms; they are tax printouts from the IRS.** If all individuals on the FAFSA did not successfully use the IRS data Retrieval Tool, federal tax return transcripts may be obtained online at: [www.irs.gov](http://www.irs.gov) or by phone by calling 1-800-908-9946.

	CHECK REASON FOR APPEAL	REQUIRED DOCUMENTATION
<input type="checkbox"/> 1.	Student's parent or spouse has died since completion of FAFSA	Copy of the parent's or spouse's death certificate Documentation showing the beginning date and monthly amount of survivor benefits or statement of ineligibility
<input type="checkbox"/> 2.	Natural Disasters	Documentation of losses not covered by insurance, federal or state relief, charities, or other programs. Additional information may be requested after initial review
<input type="checkbox"/> 3.	Extraordinary family medical/dental expenses can only be appealed for one calendar year, either 2020 or 2021 (must exceed \$3000)	For a 2020 appeal submit a 2020 IRS 1040 Schedule A if you itemized medical expenses. If you did not itemize, submit proof of medical expenses paid out of pocket in 2020. An insurance Explanation of Benefit (EOB) is not acceptable. For a 2021 appeal submit a 2021 IRS 1040 Schedule A. If that has not yet been filed, you must submit proof of medical expenses paid out of pocket in 2021 (cancelled checks/bank statements, etc.). An insurance Explanation of benefit (EOB) is not acceptable.
<input type="checkbox"/> 4.	The student's parent(s) are attending college at least half-time in a degree-seeking program	Enrollment verification from parent's college for the 2022-2023 academic year. Documentation that parent is enrolled in a degree-seeking program
<input type="checkbox"/> 5.	The student's parent has retired since completing the FAFSA	Copy of separation notice Final pay stub Documentation of severance pay (if applicable) Statement of estimated earnings and non-taxable income for 2020 Documentation of monthly income sources for all retirement income including Social Security benefits
<input type="checkbox"/> 6.	The student or the student's parents have separated or divorced since completing the FAFSA	Copy of Divorce Decree or Separation Agreement (if this is not available submit one of the following notarized letters along with documentation to verify separate address) Dependent student – submit notarized letters from both parents stating the date of separation and identifying the parent providing the student primary financial support. The parent not providing primary support needs to state how much support (if any) will be given monthly to the custodial parent for all family members. Both parents need to provide copy of utility bill or other documents to verify each parents have separate residents. Independent student- submit notarized letters to include any dependents and include the amount of support payments (if any) provided to the spouse or dependents. Provide a copy of utility bill or other documents to verify separate resident from spouse. Dependent Student - Copy of both parents W2's for _____ Independent Student - Copy of student and spouse W2's for _____
<input type="checkbox"/> 7.	<input type="checkbox"/> Since completing the FAFSA, parent(s) income has been significantly reduced in _____ <input type="checkbox"/> Since, completing the FAFSA, the independent student's income has been reduced	Copy of separation notice Final pay stub & documentation of severance pay (if applicable) Documentation of unemployment benefits or statement of ineligibility Statement of estimated earnings and non-taxable income for _____ Copy of tax return transcript for 2020 and copy of tax return transcript for 2021
<input type="checkbox"/> 8.	The Student or parent(s) no longer receives benefits such as child support, taxable social security, or other sources of income.	If benefits are terminated – documentation of the monthly benefit amount received and the termination date of that benefit If benefits are reduced – documentation of previous amount and the new reduced amount
<input type="checkbox"/> 9.	Parent or student has received a one-time disbursement of funds	Documentation of funds, explaining the source of funds Documentation of how funds were spent Examples may include severance package, bonus, etc.
<input type="checkbox"/> 10.	Other extenuating circumstances – not listed above	Detailed letter describing the extraordinary situation **Additional documentation will likely be requested.

**\*\* IMPORTANT: Incomplete submitted appeals will not be processed. Complete the chart below for each of the time periods indicated.** Use actual figures or projected figures for those time periods in the future. Make your projected figures as realistic as possible.

**DO NOT LEAVE ANY AREA BLANK**

If you do not know what future earnings will be, use your best estimate.

Source of Income	Student and Spouse			Parents of Dependent Students		
	Jan-June 20__	July-Dec 20__	Total	Jan - June 20__	July- Dec. 20__	Total
Income Earned from Work: Student/Father						
Income Earned from Work: Spouse/Mother						
<b>Other Taxable Income:</b>						
Interest and dividends						
Unemployment Benefits						
Business/Farm Income						
Pension/IRA Distribution						
Permanent Fund Dividend						
Other						
<b>Untaxed Income and Benefits:</b>						
Child Support						
Disability Payments: Workman's Comp, VA etc.						
Other						

I certify that the information on this form is true and correct to the best of my knowledge. I understand that I may be asked to submit additional documentation to verify the information I have provided. Failure to provide this information will result in this recalculation request not being processed.

\_\_\_\_\_  
*Student Signature*                      *Date*                      *Parent Signature*                      *Date*

**Office Use Only**

<b>AGI:</b>	<b>New AGI:</b>
<b>Student Earnings from Work</b>	<b>New Student Earnings from Work</b>
<b>Spouse's Earnings from Work</b>	<b>New Spouse's Earnings from Work</b>
<b>Father's Earnings from Work</b>	<b>New Father's Income from Work</b>
<b>Mother's Earnings from Work</b>	<b>New Mother's Income from Work</b>
<b>Income Tax Paid</b>	<b>New Income Tax Paid</b>
<b>Untaxed Income</b>	<b>New Untaxed Income</b>
<b>Child Support Received</b>	<b>New Child Support Received</b>
<b>Other</b>	<b>Other</b>