

2026-2027 Professional Judgement Appeal: Special Circumstances Form

Financial aid for the 2026-2027 award year is based on 2024 income. If you and/or your family have had a significant change in your financial situation, you may request to have your financial aid re-evaluated. This review will be based upon the information provided through a process called Professional Judgement Appeal.

SECTION A: Student Information

Student Last Name	First Name	M.I.	Student ID#	
Address		City	State	Zip
Primary Phone			Work Phone	

SECTION B: Provide A Written Statement

Please provide a required written statement regarding your Special Circumstances. Please attach a separate page providing the above request.

SECTION C: What Best describes your Special Circumstances?

- Reduction in Income**
- If the reduction is reflected in your 2025 taxes: 2025 Federal Tax Return or IRS Tax Transcript
 - If the reduction occurred in 2026: Most recent pay stub(s)
- Loss of Employment**
- Provide letter verifying of separation from employer
 - Provide Severance Benefit Statement and/or Unemployment Benefit Statement
 - Provide the last pay stub from employer
- Separation or Divorce**
- Provide legal documentation of separation or divorce if available
 - Provide most recent W2's and/or 1099's for student or remaining parent
- If the student was married, provide the documentation above as it pertains to the student and former spouse.*
- Unreimbursed medical expenses**
- Provide copies of paid out-of-pocket bills for unusually high medical expenses

SECTION D: APPLICATION PROCESS

This submission of a Professional Judgment Request Form does not guarantee a change to your aid offer. Decisions are made 10-14 business days from the date a completed Professional Judgment packet is submitted and verification, if applicable, is finalized. Once the application is processed, you will receive notification of the results by email. If the revision result in additional federal aid eligibility, you will also receive a revised award notification email.

SECTION E: CERTIFICATION STATEMENT **Digital signatures are not permitted**

I certify that all of the information on this form and accompanying documents are true and complete to the best of my knowledge. Furthermore, I affirm that I have not knowingly or intentionally provided any false or fraudulent documentation.

Student Signature	Date
Parent Signature (if parent information is provided)	Date
Spouse Signature (if spouse information is provided)	Date

OFFICE USE ONLY	
Appeal approved? YES NO	Updates to transaction #:
Updates:	Revised EFC:
Financial Aid Office Signature:	Dates: