

Concord University Office of Financial Aid

2011-2012 Professional Judgment Appeal

Student Name: _____ SS#: _____ - _____ - _____

Sometimes families experience special circumstances which merit recalculation of their financial aid eligibility based on the 2011 information rather than the federally required 2010 information. This form is designed to document those situations for review by the Office of Financial Aid. Please be advised that all professional judgment appeal decisions are **final**.

Instructions:

To request a review of your extenuating financial circumstances

1. Complete and send 2011-2012 FAFSA application.
2. Complete and submit this *Professional Judgment Appeal Form* to the Financial Aid Office.
3. Complete and submit 2011-2012 *Dependent Student Verification Worksheet* if you are a dependent student.
4. Complete and submit the 2011-2012 *Independent Student Verification Worksheet* if you are an independent student.
5. Submit a signed copy of parents' 2010 federal tax returns (1040, 1040EZ or 1040A) with W-2's if you are a dependent student.
6. Submit signed copy of Students' and spouses' (if married) 2010 federal tax returns (1040, 1040EZ or 1040A) along with W-2's.
7. Submit the required documents in support of your appeal as listed below.

Circumstances:

Please check [] the box beside the circumstances that apply to your situation and submit the necessary paperwork.

- [] **Separation from Employment due to Layoff, Termination, or Disability for at least 10 weeks in 2011.**
- * Letter from employer on company's letterhead including last date of employment
 - * Unemployment benefits determination document
 - * Documentation of year-to-date income for 2011 (last pay stub, severance pay, SSI benefits)
- [] **Excessive non-reimbursed medical and/or dental expenses**
- * Documentation of non-reimbursed medical and/or dental expenses
 - * Canceled checks verifying payments made in 2010
 - * Copy of Schedule A from 2010 Federal Income Tax Return
- [] **Loss or Reduction of Untaxed Income Source (disability benefits, welfare benefits, child support) in 2011**
- * Copy of Notification of benefits reduction/termination, including the effective date
 - * Documentation of 2011 expected benefits
 - * Documentation of 2011 year-to-date income (taxable and non-taxable)
- [] **Separation or Divorce which occurred after applying for financial aid**
- * Copy of court order, final divorce decree or legal separation agreement
- [] **Death of a parent (or spouse) which occurred after applying for financial aid**
- * Copy of death certificate
- [] **Other Unusual Circumstances**
- * A signed, dated letter explaining the situation
 - * Any additional documentation you want the Financial Aid Administrator to consider

continued on reverse

