

**OFFICE OF FINANCIAL AID**  
**PROFESSIONAL JUDGMENT APPEAL FORM**  
**2018-2019**

Name: _____	Student ID #: _____
Address: _____	City/State/Zip: _____
Email: _____	Phone: _____

**General Professional Judgment Appeal Information**  
**2018-2019**

The Office of Financial Aid can use their professional judgment to make adjustments on your Free Application for Federal Student Aid (FAFSA) because of unusual circumstances. You will have to provide enough documentation to support any adjustments. The Office of Financial Aid Administrator's decision as to whether or not to make changes is final and cannot be appealed to the U.S. Department of Education. Listed below are examples of circumstances for which a professional judgment might be considered at Point Park University. Other circumstances may be considered if warranted. Documentation must be attached in order for the request to be reviewed.

**Reason for Appeal** *[Please check the reason(s) that apply to your situation.]*

- Unemployment of student/spouse or parent for at least ten (10) weeks in 2018.
- Death of parent or spouse after student has filed the 2018-2019 Free Application for Federal Student Aid (FAFSA).
- Divorce (or pending divorce) of parents or spouse after student has filed the 2018-2019 FAFSA.
- A parent, student, or spouse has lost the job that he/she held in 2017 and is now employed in a lower-paying position.
- A parent, student, or spouse had untaxed income in 2017 (Child support, alimony, unemployment, etc.) that has ceased.
- A parent, student, or spouse was working full-time in 2017 but is only working part-time now.
- Unusual, necessary medical/dental expenses.
- Disability of student/spouse, or parent.

\*\*\*\*\*DOCUMENTATION MUST BE PROVIDED\*\*\*\*\*

SEE PAGE 2 FOR CHECKLIST (OVER)

**THIS APPEAL WILL NOT BE ACCEPTED WITHOUT DOCUMENTATION ATTACHED.** Documentation should verify (prove) what you state as your reasons for the appeal. Failure to provide adequate documentation will result in your appeal being denied.

**Review Time**

The Financial Aid Appeal Committee will attempt to review your appeal as quickly as possible. You will receive a response after your completed appeal has been reviewed. Submission of the form with your signature verifies that you have read the procedures above and that all your statements are true and accurate.

**By signing below I certify that I have read the professional judgment information sheet. I also certify that all information and documentation given are accurate and true. I understand that misrepresentation of information may result in repayment of federal and state financial aid received.**

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT (dependent students only) SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Documentation Checklist

In order to appeal you must submit the following:

- A signed statement asking for a re-evaluation and explaining the situation in detail.
- A copy of the 2017 federal tax return transcripts for both student and spouse/parent. (Not necessary if used IRS Data Retrieval Tool on FAFSA)
- 2017 W-2 forms for both student and spouse/parent.
- 2018-2019 Verification Document
- Specific documentation relative to your situation. See below.

Parent/Student (or Spouse)

1. **A parent/student (or spouse) has been unemployed for at least 10 weeks in 2018.**
  - A statement from parent/student indicating the date, on which he/she (or spouse) became unemployed, the situation that led to the unemployment and any prospects he/she might have for employment in the near future.
  - Letter on letterhead or official notice from employer verifying the last date of employment.
  - Verification of unemployment income or employment office denial of unemployment funds.
  - Documentation of all earned income from January 1, 2018, to present. This documentation could be in the form of the latest check stub indicating "year-to-date" earnings or a statement on letterhead from previous employer(s) verifying 2017 earnings.
  - Documentation of all other income that the parent/student or spouse might have received or anticipates receiving (from January 1 to December 31, 2018), both earned and untaxed, including severance.
2. **The death of a parent or spouse after student has filed the 2017-2018 Free Application for Federal Student Aid (FAFSA).**
  - Copy of death certificate.
3. **Divorce (or pending divorce) of parents or student after student has filed the 2017-2018 FAFSA.**
  - Copy of official divorce decree (must be signed by a judge) or attorney statement of pending divorce.
  - Statement from parent with whom student resides (or parent contributing to more than half of student's support) indicating any additional income that parent will receive in 2018 as a result of the divorce. Included would be such things as child support, alimony, ex-spouse's making house payment, etc.
  - Statement from student indicating any additional income that he/she will receive in 2018 as a result of the divorce. Included would be such things as child support, alimony, ex-spouse's making house payment, etc.
4. **A parent/student (spouse) has lost the job that he/she held in 2017 and is now employed in a lower-paying position.**
  - Statement from parent/student describing the situation that led to the loss of the first job, the date he/she started working at the current job and how much he/she anticipates earning in 2018.
  - Statement from parent's/student's (or spouse's) current employer verifying when he/she started working, average number of hours working per week, rate of pay and amount earned from January 1, 2018, to present.
  - Documentation of all other income that parent/student (or spouse) might have received or anticipates receiving (from January 1 to December 31, 2018), both earned and untaxed. This documentation could include the last paycheck stub indicating year-to-date earnings from the previous employer(s) and, if applicable, verification of unemployment income or employment office denial of unemployment funds.
5. **A parent/student or spouse was working full time in 2017 but is only working part time now.**
  - Statement from parent/student stating why he/she (or spouse) is only working part time, the date the change took place and how much he/she anticipates earning in 2018.
  - Statement from parent's/student's (or spouse's) current employer verifying when he/she went to part time, average number of hours working per week, rate of pay and amount earned from January 1, 2018 to present.
  - Documentation of all other 2018 income that the parent/student (or spouse) might have received or anticipates receiving (from January 1 to December 31, 2018), both earned and untaxed.
6. **Unusual necessary medical/dental expenses**
  - Copy of Schedule A of the federal 1040 tax form.
  - Cancelled checks or receipts showing amounts **paid** with statement from insurance company showing expenses were not reimbursed.
  - Statement from pharmacy showing pharmaceuticals **paid** for by student/parent not covered by insurance-co-pays may be included.
  - Statement from physician showing out-of-pocket **payments**, i.e. co-pays.
7. **Disability of student/spouse/parent.**
  - Medical documentation of disability and any benefits received as a result of disability.
  - Statement from employer showing earnings for the current year until student/spouse/parent became disabled.
  - Workman's compensation documentation of amounts and duration of payment(s).
  - Income from all sources earned and untaxed for the current calendar year.