



2021-2022 Professional Judgment Request

Student's Name _____ Student ID# _____
 Phone Number _____ Email Address _____

Have you requested a professional judgment in a prior academic year? __Yes __No
If yes, please indicate academic year you had a professional judgment review _____

Special or unusual circumstances may exist that impact the financial resources a student and his/her family have set aside to pay the expenses of attending an institution of higher education. These circumstances may be difficult to explain on the 2021-2022 Free Application for Federal Student Aid (FAFSA) or may occur after the FAFSA has been processed.

- All applicants **MUST** include the following. A Professional Judgment will not be considered until all required documents are provided.
1. **A completed and signed Professional Judgment Appeal Request.**
 2. **A signed letter explaining your circumstances and the reason for the appeal. Be specific and include dates and current jobs.**
 3. **2019 Tax Return Transcripts from all persons unless the IRS data retrieval tool was used or the Financial Aid Office already has a copy.**
 4. **All copies of W-2's for 2019 for all persons listed on the FAFSA.**
 5. **2021-22 Form A Verification worksheet, unless already on file with the Financial Aid Office.**
 6. **Additional documentation required based on your reason for appeal. Please refer to the chart below for specific**

Check the box below that best describes your situation, and submit the required forms and documentation relevant for your reason.

Select a Box	Reason for Appeal	Additional Required Documents
	A significant reduction in student/spouse or parent's income in 2021 compared to 2019. (At least 3 months' consecutive unemployment/ significant change in income vs 2019.)	<ul style="list-style-type: none"> ✓ 2019 Tax Return Transcript ✓ Form A- Verification Worksheet ✓ 2019 W-2's (All persons) ✓ Most recent 2021 paystubs for all jobs (no older than 2 weeks from date of submission)
	Separation/ Divorce after 2021-2022 FAFSA was filed.	<ul style="list-style-type: none"> ✓ Proof of Legal Separation/ Divorce ✓ 2019 Tax Return Transcript ✓ 2019 W-2's (All persons) ✓ Form A- Verification Worksheet
	Death of Parent/ Spouse after the 2021-2022 FAFSA was filed.	<ul style="list-style-type: none"> ✓ Copy of Death Certificate/ Obituary ✓ 2019 Tax Return Transcript ✓ 2019 W-2's (All persons) ✓ Form A- Verification Worksheet
	High Medical expenses paid during 2021	<ul style="list-style-type: none"> ✓ 2019 Tax Return Transcript ✓ 2019 W-2's (All persons) ✓ Form A- Verification Worksheet ✓ Copies of medical bills/ receipts with dates of service.
	Other Extenuating Circumstances	<ul style="list-style-type: none"> ✓ Any relevant and supporting documentation ✓ Form A, 2019 W-2's, Tax Return Transcripts

Professional Judgment Request Checklist

Name _____

Student ID# _____

Please check that the following items are included:

- A fully Completed Professional Judgment Request Form.
- Signed letter describing the circumstance and reason for the appeal. This should include specific dates, as well as detailing who is currently working in the current year.
- 2019 W-2's for all persons.
- 2019 Tax Return Transcripts for all persons involved
(Unless IRS Data Retrieval was used or the Financial Aid Office already has a copy.)
- 2021-22 Form A-Verification Worksheet (Unless one is already on file with Financial Aid Office).
- All paystubs for 2021 including current jobs (no paystubs older than 2-weeks from the date of submission for currently employed jobs)
- Letter from employer documenting last day of employment (if applicable).
- Statement of Severance Benefits (if applicable).
- Statement of Unemployment Benefits (if applicable).

The decision made by the Financial Aid Office is **final**. This form will be reviewed once all documents are received. Do not depend on a professional judgment decision for financial arrangements for the current semester. Please contact the Student Accounts Office for setting up payment arrangements.

I/we certify that the information provided on this document is true and accurate to the best of my/our knowledge. I/we promise to notify the Financial Aid Office if any of the above information changes following submission of this document. I/we understand that any recalculation adjustments made by the Financial Aid Office may not result in an increase in Federal financial aid eligibility.

Student Signature _____

Date _____

Parent Signature _____
(If Applicable)

Date _____

All documents may be mailed to the attention of the Student Financial Services Office at 420 West Main Street, Danville, VA 24541; or faxed to (434)791-5647; or scanned and emailed to your Financial Aid Counselor.