

Financial Aid Office
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Denver, CO 80203
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2017-2018 Professional Judgment Appeal Worksheet

Name _____ Student ID# _____

Email _____ Phone _____

2017-2018 financial aid eligibility is based upon the information you provided on the 2017-2018 Free Application for Federal Student Aid (FAFSA). A request for professional judgment is appropriate when you, your spouse or your parents experience a change in income that was reported on your original financial aid application. This request must include a written statement, discussing the reason for the special circumstances, and supporting documentation, attached to this worksheet. A request without documentation will not be considered.

Students will be notified in writing when a decision is made. This notification may be in the form of an award letter and/or corrected Student Aid Report. Each request will be reviewed on a case-by-case basis. Approval or denial of the appeal will be determined by a Financial Aid Administrator and is final. Approval of this application does not guarantee that you will receive any additional financial aid.

Reasons for the appeal:

- Change in income from work: job termination, reduction of hours worked, retirement
- Loss of unemployment, TANF, child support, social security
- Child support paid
- Adjustments to parent income for non-discretionary medical/dental/disability expenses paid during the tax year (must exceed 11% of the "income protection allowance")

Required documentation:

- Verification worksheet
- Federal tax return transcript or a signed paper copy of the 2015 IRS tax return
- Written statement of the reason for the change: Who has experienced the change in income from work?
- Projection of income from January 1, 2017 through December 31, 2017 for all individuals whose information is on the FAFSA

Supporting Documentation:

- Provide documentation of the change if applicable:
 - Name of employers, date effected, letter of termination, copy of final pay stub
 - Documentation of any other income, such as unemployment benefits, retirement benefits, severance pay, etc.
 - Letter from the Social Security Administration
 - Court order for child support paid
 - Documentation of medical/dental expenses paid between January 1, 2017 through December 31, 2017

Student Signature: _____ Date: _____

Spouse/Parent Signature: _____ Date: _____

For Financial Aid Office Use Only:

Professional Judgment Request approved/denied by: _____ Date: _____

Secondary Review conducted by: _____ Date: _____