



PROFESSIONAL JUDGEMENT FORM

Last Name	First Name	Middle Initial	ACC ID Number
ACC Email Address		Phone Number	

Instructions: Please select the appropriate option reflecting your special circumstance, and attach the requested documentation. Failure to provide the required documentation will result in the denial of your appeal by the committee. All information will become a part of your confidential financial aid record and cannot be returned. Be sure to include your ACC ID on all pages of documentation. You will receive notification from the Professional Judgment Committee via your ACC email within two weeks regarding the outcome of your appeal.

***ALL OF THE BELOW REASONS WILL NEED THE FOLLOWING DOCUMENTATION:**

- Detailed Cover Letter explaining the situation
- 2022-2023 Verification Form
- Student, Spouse and/or Parent(s) 2020 Federal Income Tax Transcript and W2s, IF DRT tool not used

***LOSS OF INCOME**

You, your parent(s) or your spouse have experienced a loss of income due to one of the following reasons:

- Loss of Income Due to Retirement or Disability**
You, your parent(s), or your spouse were employed in 2020, but are now not working due to retirement or a disability. **The required additional documentation is:**
 - Copy of the retirement notice or the notice of declaration of disability with dates
 - Documentation identifying the loss of income.

- Loss of Income Due to Termination or Job Loss**
You, your parent(s) or spouse were employed in 2020, but are now unemployed.
The required additional documentation is:
 - Letter from employer documenting date of layoff or termination
 - Documentation of unemployment benefits
 - WIA benefits, actual disability and Social Security Benefits received or to be received
 - Three most recent pay stubs if currently employed

- Loss of Income Due to Reduction of Earned Income (Wages)**
You, your parent(s), or your spouse were employed in 2020, but have experienced a substantial reduction of earnings. **The required additional documentation is:**
 - Verification from your employer of a reduction in earnings due to a change in employment or a natural disaster.
 - Three most recent pay stubs if currently employed
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- Loss of Income Due to Death of Parent or Spouse**
Your parent or spouse passed away during since 2020.
The required additional documentation is:
 - Student, Spouse and/or Parent(s) 2020 Federal Income Tax Transcript or 1040 form and W2s
 - Documentation identifying the loss of income

- Loss of Income Due to Divorce**
Your parents or you and your spouse were a married couple at the time of completing the FAFSA but have since divorced.
The required additional documentation is:
 - Copy of filed for Divorce or Divorce decree if already finalized.
 - Copy of the order for child support paid or received (if applicable)
 - Documentation identifying the loss of income (if applicable).
 - Student, Spouse and/or Parent(s) 2020 Federal Income Tax Transcript or 1040 form and W2s

B. COST OF ATTENDANCE INCREASE

- You, your parent(s) or your spouse have experienced unforeseen circumstances and/or expenses during the current academic year.

The documentation required is:

- **Dependent Care Allowance:** day care or care provider receipts and a letter from the childcare facility on letterhead indicating the period of enrollment and the amount paid per child during that period.
- **Computer Purchase:** a dated sales receipt outlining the specific item(s) purchases, or a dated estimated price quote from the computer vendor on the vendor’s letterhead [actual purchase receipt must be turned in within 30 days or Professional Judgment will be invalidated].
 - Maximum amount allowed \$2,150 or actual quote, whichever is less.
 - Only one computer purchase will be allowed per academic career.

C. UNUSUALLY HIGH UNINSURED OR UNREIMBURSED MEDICAL, OPTICAL, AND/OR DENTAL EXPENSES

- You, your parent(s) or your spouse have incurred unusually high uninsured or unreimbursed medical, optical, and/or dental expenses (including insurance premiums in 2020 and/or 2021 that are in excess of 11% of the total Adjusted Gross Income reported on the 2022-2023 FAFSA.

The required documentation is:

- A detailed list of expenses to be considered [in date order]
- A copy of the receipts showing the amount(s) you, your parent(s), or your spouse paid in 2020 and/or 2021 [in date order]

(Please note that if you are filing due to medical expenses incurred with insurance, the receipt(s)/document(s) need to clearly illustrate the amount paid by insurance and the amount paid out of pocket.)

D. OTHER UNUSUAL CIRCUMSTANCES OR ONE TIME LUMP SUM

- You, your parent(s) or your spouse have experienced costly unusual expenses in 2020 that may affect your ability to cover your educational expenses.

The required documentation is

- Documentation identifying the unusual circumstance/lump sum.

(If requesting a lump sum removal, you MUST attach documentation showing funds were used for living expenses, ONLY.)

CERTIFICATION AND SIGNATURES

I/we certify that the information and documentation provided is accurate and complete to the best of my/our knowledge. I/we understand that if the requested information or documentation is not provided, the special circumstances request will be denied without further review.

Student Signature

Date

Parent Signature (Only for Dependent Students)

Date