

Lewis-Clark State College
Professional Judgment Request Form
2011-2012

Name: _____ Student ID: _____

Mailing Address: _____

Indicate the reason for requesting professional judgment consideration. You must document the reason for your appeal and submit non-returnable copies of your documentation to the Financial Aid Office. **Requests submitted without documentation will not be considered.**

Please complete, sign, and submit this form **with a letter of explanation** and the required documentation to the Financial Aid Office. **See Required Documentation section.**

Please allow 2-4 weeks for our response. We will send you a Decision Letter by U.S. mail. * **Please note that all decisions are final.** All Professional Judgment requests must complete the verification process by submitting all required verification papers along with copies of 2010 Federal tax return and W-2 information.

Reason for Request

Please check your reason below and submit documentation that supports your appeal request. See reverse side for required documentation.

<input type="checkbox"/> Dependency status override
<input type="checkbox"/> Loss of income or change in source of income (Check all that apply): <input type="checkbox"/> Parent <input type="checkbox"/> Student <input type="checkbox"/> Student's Spouse
<input type="checkbox"/> Medical and dental expenses not covered by insurance
<input type="checkbox"/> Private elementary and secondary education tuition expenses
<input type="checkbox"/> Parent enrolled in college at least half-time
<input type="checkbox"/> Death of parent/spouse
<input type="checkbox"/> Divorce or separation: <input type="checkbox"/> Parent <input type="checkbox"/> Student
<input type="checkbox"/> Other extenuating circumstances: _____ _____ _____ _____

Student's Signature: _____ Date: _____

Parent's Signature (if applicable): _____ Date: _____

This publication can be made available in alternative formats to assist persons with disabilities. Please give reasonable notice to the Financial Aid Office.

Information Sheet: Professional Judgment Guidelines

The Financial Aid Office may take into account a student's unusual circumstances to make adjustments to the FAFSA data elements used to calculate the Expected Family Contribution (EFC) and/or change a student's dependency status, according to federal education laws and guidelines set by the U.S. Department of Education.

REQUIRED DOCUMENTATION

- A completed 2011-2012 FAFSA must be on file for your request to be reviewed.
- You must document your reason for requesting consideration and submit non-returnable copies of your documentation to the Financial Aid Office.
- Any request submitted without documentation will not be considered.
- **Dependent Students:** Submit a signed copy of your 2010 Federal Tax Return and W-2 form(s), a signed copy of your parents' 2010 Federal Tax Return and W-2 form(s) and the Dependent verification Worksheet (<http://www.lcsc.edu/financialaid/1112VerWkshtsDep.pdf>).
- **Independent Students:** Submit a signed copy of your 2010 Federal Tax Return and W-2 form(s), W-2 form(s) for your spouse (if you are married) and the Independent verification Worksheet (<http://www.lcsc.edu/financialaid/1112VerWkshtsInd.pdf>).
- Please allow 2 - 4 weeks for our response. We will send you notice of our decision by U.S. mail.
- Please note that all decisions are final.
- Additional documentation may be requested to support your claim.

Data Element Adjustments

We may make adjustments to the application data elements if the student can document a change in financial circumstances due to the reasons listed below:

1. **Dependency Status:** Submit a detailed letter explaining your relationship with your parent(s) and submit a copy of all documents that support the claims in your letter. Also include three (3) letters of support from NON-relatives (for example, landlord, employer, teacher and/or clergy) that can confirm the statements in your letter of explanation. The letters of support should also include how they know you and how long they have known you.
2. **Loss or significant change in income: Parent/Student/Student's Spouse:** Submit proof of prior-year income and current-year expected income. If there is a loss of income, submit proof of reason for and date of income loss. Include most recent paystub(s) and letter from employer(s).
3. **Excessive medical and dental expenses:** Submit proof of actual medical and dental payments made in the prior year and the current year that were not reimbursed by insurance.
4. **Elementary/Secondary tuition for dependent children:** Submit a letter from the school on official letterhead documenting tuition paid for the prior-year.
5. **Parent is enrolled in postsecondary school:** Submit a letter explaining the reason for your parent's enrollment in postsecondary school. Include a copy of the parent's class schedule and an invoice from the school's Controller's Office. Parents must be enrolled at least half-time, degree seeking, and may not receive employer tuition reimbursement.
6. **Death of a parent or spouse:** Submit a copy of the death certificate and surviving parent's or student's expected current-year income.
7. **Divorce or separation:** Submit a copy of the divorce decree or a letter of separation. Include the current-year expected income of the student, if independent, and/or the custodial parent for dependent students.
8. **Other extenuating circumstances:** Submit a letter explaining your special circumstances. Submit as much documentation as possible to support your reason for requesting consideration.

We will **NOT** consider consumer debt (e.g., auto loans, credit card payments) as a reason for professional judgment consideration.