

Helpful Hints

For Professional Judgment Request

Before

- Have a completed FAFSA on file
- Be fully admitted and a degree-seeking student at LC State
- Have a special situation that is not reflected on your FAFSA

Submitting your appeal

- Complete **all** sections of the Professional Judgment Request
- Attached a **SIGNED** detailed letter of explanation, which includes:
 1. Changes in your life impacting your success
 2. Dates of when events occurred and if they are ongoing
 3. Details of how your situation impacts your ability to pay for school and
 4. Why your FAFSA no longer reflects your current situation

Examples of special circumstances and documentation:

1. Loss of a job or reduced income
 - a. Job termination letter
 - b. Financial information – pay stubs, tax return, W-2(s)
2. Divorce or separation
 - a. Copy of the divorce decree or letter of separation,
 - b. Financial information – tax return, W-2(s)
3. Death of a parent or spouse
 - a. Copy of death certificate
 - b. Financial information – tax return, W-2(s)
4. Change in marital status
 - a. Copy of marriage certificate
 - b. Financial information – tax return, W-2(s)

Important to know

- Check your WarriorMail email for all updates or requests for more information
- Respond as soon as possible
- Not all appeals are approved
- Each appeal is reviewed case-by-case