



FRIENDS UNIVERSITY

Office of Financial Aid

Financial Aid Professional Judgment Request 2019-2020

Friends University Office of Financial Aid recognizes the formula used to calculate your Expected Family Contribution (EFC) may not accurately reflect special circumstances for individual students and/or families. The Financial Aid Director and Assistant Director have the authority to take into consideration unique family circumstances not reflected on the Free Application for Federal Student Aid (FAFSA). If you feel you have **extenuating** or **unusual circumstances** (see list on reverse side) that affect the income or data reported on your FAFSA, please submit a Professional Judgment Request and include proper documentation of your circumstance as listed. A review of your situation does not guarantee an adjustment in your financial aid eligibility. Failure to submit appropriate documents in a timely manner will delay the processing of your financial aid.

STUDENT INFORMATION:

Student ID: N00 _____ Date of Birth: _____

First Name: _____ Middle: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Phone #: () _____ Email: _____

The following documents must be submitted with each Professional Judgment Request. **You must submit ALL documentation listed for the specific circumstance you are requesting.** Additional documentation not listed may also be required.

Verification Documents	
Dependent Student	Independent Student
1. 2019-2020 Verification Worksheet	1. 2019-2020 Verification Worksheet
2. Student 2017 IRS Tax Transcript	2. Student 2017 IRS Tax Transcript (and spouse's if applicable)
3. Parent 2017 IRS Tax Transcript	3. Student 2017 W-2 Forms (if married)
4. Parent 2017 W-2 Forms	



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EXTENUATING OR UNUSUAL CIRCUMSTANCES

The following is a list of documents that must be provided. * **Additional documents may be requested.***

1. Reduction or loss of income

- Personal letter of explanation (*This letter should explain the dates of employment, time periods in which reduction or loss of wages occurred.*)
- Letter from employer(s) on letterhead, certifying the last date of employment or reduction of work hours or pay rate
- Copy of most recent paystub (if there is a change in employment)
- Statement of unemployment compensation, workers compensation, severance package, and/or JTPA benefits, including dates and amounts received

2. Reduction or loss of nontaxable income

- Personal letter of explanation (*This letter should explain the dates that the nontaxable income began and when it ended.*)
- Statement from source of nontaxable income stating benefit eligibility (*This should include amounts and the dates that the benefits began and/or ended.*)
- Copy of most recent federal income tax return if different from the one used to complete the FAFSA

3. Divorce/Separation

- Personal letter of explanation (*This letter should include the date of the divorce or separation. It should also include amounts and dates on which any additional income is to be received. This may include alimony, child support, etc.*)
- Documentation of alimony and/or child support
- Copy of most recent federal income tax return if different from the one used to complete the FAFSA
- Copy of all W-2's of student or parent involved in the professional judgment request if different from the ones used to complete the FAFSA
- Divorce decree or statement of separation

4. Exceptional Medical/Dental Expenses

- Personal letter of explanation (*This letter should include amounts paid for medical/dental expenses that were not covered by medical insurance*)
- Proof of payment for medical expenses (*Proof may be in the form of medical/dental statements, cancelled checks, receipts, etc.*)
- Copy of most recent federal income tax return if different from the one used to complete the FAFSA.

All of the information provided in this appeal is true and complete to the best of my knowledge. If asked by an authorized official, I agree to provide additional documentation for the information given on this form or any documentation submitted for the professional judgment. I realize that if I do not provide documentation when asked, this appeal may not be considered.

Student's Signature: _____ Date: _____

Parent's Signature (If Applicable): _____ Date: _____

Digital signatures cannot be accepted.

If you have any questions, please call (316) 295-5200 or (800) 794-6945, ext. 5200. You may submit this form in person, fax (316) 295-5703 or mail. Please be sure and encrypt any email that contains personal identifiable information (PII). We are unable to accept PII that has not been encrypted.

If you purposely give false or misleading information, you may be fined \$20,000, sentenced to jail or both.