



FRIENDS UNIVERSITY

Office of Financial Aid

Financial Aid Professional Judgment Request 2020-2021

Step 1: Please identify the special circumstance(s) from the list below and check the applicable box(es) for the person(s) affected. * **Additional documents may be requested.***

Special Circumstances	Explanation	Person(s) Affected	Required Documentation
Employment Change	Student/spouse and/or your parent(s) had a significant loss of income in 2019, 2020 and/or 2021 due to a period of unemployment, a change of job or going from full-time to part-time employment. Loss of employment or substantial reduction in income from work must have lasted at least 6 weeks.	<input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent	<ul style="list-style-type: none"> • 2020-21 Verification Worksheet • 2018 and 2019 IRS Tax Return Transcripts, W-2s and/or 1099 statements • Unemployment payment record • Letter from employer(s) on letterhead, certifying the last date of employment or reduction of work hours or pay rate • Most recent paystubs • Personal letter of explanation
Income Loss	Student/spouse and/or your parent(s) earned income in 2018, but have not been able to earn income in 2019, 2020, 2021 because of a disability or natural disaster that occurred in 2019 or 2020.	<input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent	<ul style="list-style-type: none"> • 2020-21 Verification Worksheet • 2018 and 2019 IRS Tax Return Transcripts, W-2s and/or 1099 statements • Statement from agency with effective dates of benefits • Most recent paystubs • Personal letter of explanation
Benefit Loss	Student/spouse and/or parent(s) received unemployment compensation and/or untaxed benefit in 2018 or 2019, but have completely lost the benefit in 2019, 2020 and/or 2021. The untaxed income or benefit must be from a public or private agency, from a company or from an authorized individual due to a court order.	<input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent	<ul style="list-style-type: none"> • 2020-21 Verification Worksheet • 2018 and 2019 IRS Tax Return Transcripts, W-2s and/or 1099 statements • Statement from agency with effective dates(s) of loss/cancellation of benefits • Personal letter of explanation
Divorce/ Separation	Student or parent separated or divorced after filing a FAFSA	<input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent	<ul style="list-style-type: none"> • 2020-21 Verification Worksheet • 2018 and 2019 IRS Tax Return Transcripts, W-2s and/or 1099 statements • Copy of divorce decree. If not legally separated, proof of different addresses (utility bill, lease indicating period of separation). • Lease with dates that include the period of separation • Child support received or paid • Personal letter of explanation
Death	Death of spouse or parent after filling a FAFSA	<input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent	<ul style="list-style-type: none"> • 2020-21 Verification Worksheet • 2018 and 2019 IRS Tax Return Transcripts, W-2s and/or 1099 statements • Copy of death certificate • Social Security Benefits (if applicable) • Most recent paystubs • Personal letter of explanation
Exceptional Medical/Dental Expenses	An unusually high amount of medical/dental expenses paid out of pocket during 2018 (does not include payments made by insurance)	<input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent	<ul style="list-style-type: none"> • 2020-21 Verification Worksheet • 2018 and 2019 IRS Tax Return Transcripts, W-2s and/or 1099 statements • Medical/dental expenses should be claimed on a federal tax return as medical deductions • Personal letter of explanation

