# FINANCIAL AID OFFICE

537 University Boulevard, Morrilton, AR 72110 | (501) 977-2055 | 1-800-264-1094 | Fax: (501) 977-2123 | www.uaccm.edu

# REQUEST FOR PROFESSIONAL JUDGEMENT

Name:		Student II	D No.:	
(Last Name)	(First Name)			
Date of Birth:				
Mailing Address:	DO Douglasta Fac			
(Street addi	ress, P.O. Box, Rural Route, Etc.)			
(City)	(State)	(Zip)	(County)	
INSTRUCTIONS				

Financial aid eligibility for the academic year is calculated based on the information you provided on the Free Application for Federal Student Aid (FAFSA). The income and asset information that you submitted was evaluated by a formula called Federal Methodology as set by Congress. This formula assumes that 2020 income is a good predictor of the family's financial strength during the student's 2022-2023 enrollment. Based on this assumption, financial aid eligibility is determined using 2020 tax return information.

The Office of Financial Aid at UACCM recognizes that many families have changes in income or family situation that cannot be reflected in the 2020 tax return data. Therefore, it is possible for students to appeal their financial aid eligibility if they have unique financial circumstances. A Request for Professional Judgment may be filed if you have extenuating circumstances, which you believe warrant a reevaluation of your financial aid.

### CIRCUMSTANCES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Loss or change of employment
- Loss or change in amount of child support, Social Security, or other benefits
- Divorce or separation of parents or spouse
- Death of parent(s) or spouse
- Unusual medical expenses (not covered by insurance)
- One-time taxable income used for life changing events (e.g. IRA, pension distribution, back-year Social Security payments)
- Student's parents has retired
- Purchase of a computer

### CIRCUMSTANCES THAT ARE NOT CONSIDERED AS EXTENUATION INCLUDE, BUT ARE NOT LIMITED TO:

- Standard living expenses (e.g. utilities, credit card payments, children's allowances, etc.)
- Mortgage payments
- Car payments
- Credit card or other personal debts
- Vacation expenses
- All other discretionary expenses

All Requests for Professional Judgment require Tax Return Transcript for student and parent (if student is dependent) along with W-'s and/or 1099's used to complete the tax return. You may obtain a tax return transcript by going online to www. irs.gov or you can call the IRS at 1-800-829-1040 and follow the prompts to request a Tax Transcript for 2020. Please allow 3 to 4 weeks processing time from the time all documentation has been submitted. All decisions made by the Office of Financial Aid concerning special circumstances are final. If you have questions, please contact us at 501-977-2055.

Check Reason	Documents That May Be Required
Loss or change in employment	<ul> <li>For Professional Judgments due to job loss, there is a 4 week waiting period from date of termination</li> <li>2022-2023 Request for Professional Judgment form</li> <li>Detailed letter explaining your circumstances (signed and dated)</li> <li>Copy of 2020 Tax Return Transcript and W-2s for student and parents (if dependent)</li> <li>Copy of DD214 if appeal is due to discharge from active military duty.</li> <li>Copy of 2021 income taxes or the following three documents:         <ul> <li>Letter from former employer(s) stating the last date of employment</li> <li>Copy of unemployment compensation letter or signed statement that you did not or will not receive unemployment benefits</li> <li>Copy of last paystub(s) from former employer(s) and current employer(s) if applicable.</li> </ul> </li> </ul>

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Check Reason	Documents That May Be Required
Loss or change in amount of child support, social security or other benefits	<ul> <li>2022-2023 Request for Professional Judgment form</li> <li>Detailed letter explaining your circumstances (signed and dated)</li> <li>Copy of 2020 Tax Return Transcript and W-2's for student and parents (if dependent) of child support, social security,</li> <li>If benefit is terminated, provide documentation of monthly benefit amount and date of benefit termination</li> <li>If benefits are reduced, provide documentation of original amount, date of reduction and reduced amount.</li> </ul>
3. Divorce or separation of parents or spouse	<ul> <li>2022-2023 Request for Professional Judgment form</li> <li>Detailed letter explaining your circumstances (signed and dated)</li> <li>Copy of 2020 Tax Return Transcript and W-2's for student and parents (if dependent)</li> <li>Copy of legal separation documentation, proof of separate, households, or divorce decree</li> </ul>
4. Death of parent(s) or spouse	<ul> <li>2022-2023 Request for Professional Judgment form</li> <li>Detailed letter explaining your circumstances (signed and dated)</li> <li>Copy of 2020 Tax Return Transcript and W-2's for student and parents (if dependent)</li> <li>Copy of death certificate</li> </ul>
5. Unusual medical expenses	<ul> <li>2022-2023 Request for Professional Judgment form</li> <li>Detailed letter explaining your circumstances (signed and dated)</li> <li>Copy of 2020 Tax Return Transcript and W-2's for student and parents (if dependent)</li> <li>If you didn't itemize, please submit proof of payment</li> </ul>
6. One-time taxable income (e.g. IRA, Pension distribution, back-year Social Security payments)	<ul> <li>2022-2023 Request for Professional Judgment form</li> <li>Detailed letter explaining your circumstances (signed and dated)</li> <li>Copy of 2020 Tax Return Transcript and W-2's for student and parents (if dependent)</li> <li>Documentation to identify the source of the income</li> <li>Proof of payment and an itemized statement showing how the funds were spent (e.g. cancelled checks, receipts, bank statements.)</li> </ul>
7. Student's parent has retired	<ul> <li>2022-2023 Request for Professional Judgment form</li> <li>Detailed letter explaining your circumstances (signed and dated)</li> <li>Copy of 2020 Tax Return Transcript and W-2's for student and parents (if dependent)</li> <li>Documentation of monthly income sources fr all retirement income, including social security</li> </ul>
8. Other	<ul> <li>2022-2023 Request for Professional Judgment form</li> <li>Detailed letter explaining your circumstances (signed and dated)</li> <li>Copy of 2020 Tax Return Transcript and W-2's for student and parents (if dependent)</li> <li>Document supporting change</li> </ul>

## STUDENT'S FAMILY INFORMATION:

### List the people in your household:

### WHO TO INCLUDE IF YOU ARE A DEPENDENT

- Yourself
- Your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2022, through June 30, 2023, or if the other children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2023.

### WHO TO INCLUDE IF YOU ARE INDEPENDENT

- Yourself
- Your spouse, if married
- Your children, if you will provide more than half of their support from July 1, 2022 through June 30, 2023, or the child would be required to provide your information if they were completing a FAFSA for 2022-2023. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2023

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Include the name of the college for any household member, except a parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2022, and June 30, 2023.

Full Name	Age	Relationship	College	Will be enrolled at least half time?
		Self	UACCM	Yes No
				Yes No

## A. INCOME ASSESSMENT FORM

Please complete the table below to help us assess your actual income for 2022. Report all income you expect to receive through December 31, 2022, in the appropriate boxes. You must include documentation supporting all income.

### PARENT(S)/GUARDIAN INCOME INFORMATION

Income for 2022 (January 1 to December 31)	Actual 01/01/2022 to Today	Estimated Today to 12/31/2022	Totals = Actual + Estimated
FATHER'S Income earned from work (wages, salaries, tips, net farm or business)	\$	\$	\$
MOTHER'S expected income earned from work (wages, salaries, tips, net farm or business)	\$	\$	\$
Other taxable income (dividends, interest, pensions, annuities, alimony, unemployment compensation, capital gains, etc.)			
Source:	\$	\$	\$
Social Security benefits	\$	\$	\$
Child support received	\$	\$	\$
Other untaxed income (earned income credits, welfare benefits, workers comp., payments to IRA/ Keogh, etc)			
Source:	\$	\$	\$
Total parental income for 2022	\$	\$	\$

## STUDENT INCOME INFORMATION

Income for 2022 (January 1 to December 31)	Actual 01/01/2022 to Today	Estimated Today to 12/31/2022	Totals = Actual + Estimated
Student's income earned from work (wages, salaries, tips, net farm or business)	\$	\$	\$
Spouse's expected income earned from work (wages, salaries, tips, net farm, or business)	\$	\$	\$
Other taxable income (dividends, interest, pensions, annuities, alimony, unemployment compensation, capital gains, etc.)			
Source:	\$	\$	\$

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Income for 2022 (January 1 to December 31)	Actual 01/01/2022 to Today	Estimated Today to 12/31/2022	Totals = Actual + Estimated
Social Security benefits	\$	\$	\$
Child support received	\$	\$	\$
Other untaxed income (earned income credits, welfare benefits, workers comp., payments to IRA/ Keogh, etc)			
Source:	\$	\$	\$
Total Student Income for 2022	\$	\$	\$

### **ASSET INFORMATION**

Please list the current asset information (if any of the following are applicable): Net worth means the market value of the asset minus debt on the asset	Parent Assets (For Dependent Students Only)	Student (and Spouse if Married) Assets
Current amount of cash, savings, and checking	\$	\$
Current net worth or real estate/investments (other than home)	\$	\$
Current net worth of farm or business	\$	\$

Each person signing this worksheet certifies that all of the information reported is complete and correct. The student and

## C. CERTIFICATION AND SIGNATURE

Signature:  (Parent Signature For Dependent Students Only)	Date:
Signature: (Student)	Date:
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	information on this worksheet, you ma
Warning: If you purposely give false or misleading be fined, be sentenced to jail, or both.  OFFICIAL USE ONLY	information on this worksheet, you m