

Section C: Decreased Income

My current year income is less than the previous year's income.

To apply for a Professional Judgment because your current year income is less than your application year income, you must provide Student Financial Service with the following documentation:

- 1. Complete the Dependent or Independent Verification Worksheet.
- 2. Signed copy of student's and/or parents' and/or spouse's 2013 tax returns or IRS tax transcripts, **and**
- 3. Student's and/or parents' and/or spouse's 2013 W-2 tax transcript(s) or form(s) , **and**
- 4. The last pay stubs from all of the companies for which you were employed during the year **and/or**,
- 5. Proof of all unemployment compensation received during the fiscal year. Including the start date/ dates when the unemployment began **and/or**,
- 6. Proof of how much disability compensation you may be receiving during the year **and/or**,
- 7. Signed Passport to Services if you have Department of Social Services income.
- 8. All of the above for other members in the family who's income is included in your application.
(Example: spouse, children, parents etc.)
- 9. You must complete a budget sheet (page 3) stating what are your current expenses and income.

If submitting income change in Spring semesters students must provide previous & current year federal taxes

Section D: Financial Independence/marital status change

I would like to be considered as an independent student.

To be considered an independent student a student cannot have had contact with both parents for the last two years or the student has been removed from the family. The following are examples that would qualify for independent student consideration:

- a. There is abuse in the family and the student has been removed or has a restraining order against their parents.
 - b. The student's parents are both dead.
 - c. The student's parents are incarcerated.
 - d. The student has had not contact with the parents for two years.
 - e. The student's parents reside in a foreign country and there is no dependence upon the parents.
- 1. The student will need to bring a copy of the restraining order or court order removing the student from the family **and /or**,
 - 2. A letter from an attorney, minister, or public official stating the student has no contact with the family for the last two years **and/or**,
 - 3. Proof that the parent/s are incarcerated **and/or**,

MARITAL STATUS CHANGE:

- 1. Student will need to bring copy of Marriage Certificate **and**
- 2. Student will need to provide spouse tax transcripts.

Section E: Statement of Expenses and Resources

Please itemize both your monthly and yearly expenses and list all sources of income from January 1, 2014 to December 31, 2014. (Please project expenses and resources for future months.)

Expenses	Per Month	Per Year
Rent or Mortgage Payment		
Utilities		
Insurance (include home, apartment, auto)		
Food		
Transportation (car payments, gas, repairs)		
Medical/Dental		
Clothing		
Recreation		
Total Expenses	\$	\$

Resources	Per Month	Per Year
Income from employment		
Income from Work-Study employment		
Interest and dividend income		
Social Security benefits		
AFDC		
Unemployment benefits		
Food stamps		
Disability benefits		
Child support		
Other income (specify source below)		
1.		
2.		
Total Resources	\$	\$

Section F: Additional Information

Please use this section to present additional information relevant to your professional judgment application.

By signing below, I am certifying that all information on this form is true and complete to the best of your knowledge. If you purposely give false or misleading information, you may *be fined \$20,000, sent to prison, or both.*

Student's Signature: _____ Date: _____

Section G: For Student Financial Services Use Only

Comments:

Professional Judgment Approved Professional Judgment Denied

Staff Signature	Name	Date
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