

If you have extenuating circumstances which you believe warrant a re-evaluation of your eligibility for financial aid, you must complete this form. **INCOMPLETE REQUESTS WILL BE RETURNED. Additional documentation may be required. A Professional Judgment request can take up to 30 business days to process.**

A. STUDENT INFORMATION

Name (Print) _____ Panther ID _____

Address _____ City _____ State _____

Zip Code _____ Phone # _____ E-mail _____

B. REQUIRED DOCUMENTATION

NOTE: If you are a dependent student, provide documentation for both you and your parent(s). If you are married, provide documentation for both you and your spouse.

If you, your parent, or spouse did not file a 2020 and/or 2021 tax form, please submit a signed statement explaining the reason a tax form was not filed and list all sources of income and amounts earned in 2020 and/or 2021.

The following documents are required for **ALL** Professional Judgment Requests:

Dependent Student:

- Signed statement explaining reason for request
- 2020 and 2021 SIGNED student taxes and W-2's
- 2020 and 2021 SIGNED parent taxes and W-2's

Independent Students:

- Signed statement explaining reason for request
- 2020 and 2021 SIGNED student taxes and W-2'
- 2020 and 2021 SIGNED spouse's taxes and W-2's (if married)

***If 2021 tax returns or W-2s are not available, submit your/your parent's last two paystubs for 2021.**

**C. ADDITIONAL REQUIRED DOCUMENTATION
(CHECK ALL THAT APPLY AND SUBMIT THE REQUIRED DOCUMENTATION)**_____ **A. Involuntary loss of employment or significant reduction of income/pay:**

(Check all that apply)

- Student Spouse Mother/Step-mother Father/Step-father

___ Official statement of unemployment compensation listing benefits received/to be received in 2021. (Wage Transcript and Determination).

___ Letter of termination and/or last two paycheck stubs.

_____ **B. Reduction or loss of untaxed income or benefits:** (e.g. unemployment compensation, social security, AFDC, etc.)

(Check all that apply)

- Student Spouse Mother/Step-mother Father/Step-father

___ Official statement from agency (SSI, unemployment, etc.) reflecting reduction/cancellation and benefits paid to date.

_____ **C. Divorce:**

Student Parents

Divorce decree

If parents are divorced, please provide notice of which parent you will be residing with and attach proof of claim (i.e., telephone bill, driver license for you and parent)

D. Death of:

(Check all that apply)

Spouse Mother/Step-mother Father/Step-father

Copy of death certificate(s)

E. Extraordinary medical expenses NOT COVERED BY INSURANCE: (Extraordinary medical expenses must be in excess of 11% of adjusted gross income and not claimed as a deduction on income taxes). **Only medical expenses PAID out of pocket are eligible for consideration.**

(Check all that apply)

Student Spouse Mother/Step-mother Father/Step-father

Schedule A

Medical/dental receipts of payment, cancelled checks or payroll check stubs of health insurance premiums paid in 2021 and/or 2022.

F. Other

If none of the above-listed conditions provided apply to your situation, please provide a written, signed statement explaining your extenuating circumstances for 2020 and/or 2021. You must submit supporting documentation to verify the condition and verification of all income for the 2020 and 2021 calendar year. Not all requests will qualify for an adjustment.

D. HOUSEHOLD INFORMATION

Please list all the people in your household, including:

- Yourself, your spouse (if married), and your parents (if Dependent student).
- Other people living with you for which you provide more than half of their support and will continue to provide more than half of their support from July 1, 2022, through June 30, 2023 (Independent students only).
- Other people living with your parents for which they provide more than half of their support and will continue to provide more than half of their support from July 1, 2022, through June 30, 2023 (Dependent students only).

Write in the name of all household members below and write in the school name for those who will be attending college at least half time between July 1, 2022 and June 30, 2023. If you need additional space, attach a separate page.

Full name of Family Member	Age	Relationship to student	Attending college at least half-time between July 1, 2022 and June 30, 2023
		You, the student	School: Florida International University
			School:
			School:
			School:

E. ACKNOWLEDGEMENT

Professional Judgment requests are reviewed on a case-by-case basis, and not every outcome will result in the adjustment of a student's financial aid eligibility.

A Financial Aid Administrator may re-evaluate a student's cost of attendance (COA) if the student has unforeseen expenses that exceed the average annual budget established by the university. In these instances, the student's eligibility for need-based awards may not change but the student may become eligible for additional loans once the COA is increased.

The decision of the Financial Aid Administrator is final and cannot be appealed.

F. SIGNATURES

All of the information on this form is true to the best of my knowledge and I have attached the appropriate supporting documentation.

Student _____ Panther ID _____ Date _____

Spouse _____ S.S.# _____ Date _____

Mother/Step-mother _____ S.S.# _____ Date _____

Father/Step-father _____ S.S.# _____ Date _____

SUBMISSION INSTRUCTIONS

- 1) Login to your my.fiu.edu account
- 2) Click on the *Student Tools* tile
- 3) Click on the *Document Upload* tile
- 4) Select *Financial Aid, 2022-2023* aid year, and *Professional Judgment* from the drop-down menu
- 5) Upload and submit