

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 2016 and/or 2017 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 2016 and/or 2017.

The following documents are required for ALL Professional Judgment Requests:

Dependent Student:

- Signed statement explaining reason for request
- 2016 and 2017 SIGNED student taxes and W-2's
- 2016 and 2017 SIGNED parent taxes and W-2's

Independent Students:

- Signed statement explaining reason for request
- 2016 and 2017 SIGNED student taxes and W-2'
- 2016 and 2017 SIGNED spouse's taxes and W-2's (if married)

C. CHECK ALL THAT APPLY

____ 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 amount of benefits received/to be received in 2017. (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

Additional required documentation:

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

____ C. Divorce:

- Student Parents

Additional required documentation: 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**Additional required documentation:** 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**Additional required documentation:** Schedule A Medical/dental receipts of payment, cancelled checks or payroll check stubs of health insurance premiums paid in 2017 and/or 2018 **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 2017 and/or 2018. You must submit supporting documentation to verify the condition and verification of all income for the 2017 and 2018 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, 2018 through June 30, 2019 (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, 2018 through June 30, 2019 (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, 2018 and June 30, 2019. 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, 2018 and June 30, 2019
		You, the student	School: Florida International University
			School:
			School:
			School:

E. 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 _____ Date _____

Mother/Step-mother _____ Date _____

Father/Step-father _____ Date _____

SUBMISSION INSTRUCTIONS

- 1) Login to your my.fiu.edu account
- 2) Click on *Upload My Documents*
- 3) Select Financial Aid from the drop-down menu
- 4) Select Professional Judgement from the drop-down menu
- 5) Submit