

## 2024-2025 PROFESSIONAL JUDGMENT APPEAL (PJ)

Student Name \_\_\_\_\_

Student T#: \_\_\_\_\_

By signing and submitting this form, you are requesting a Professional Judgment (PJ) for the 2024-2025 FAFSA due to a lay-off, loss of job, or loss of income that occurred for the student and/or a parent. This form requires the student's signature and the person affected (if other than the student).

*NOTE: a request to review changes beyond calendar year 2023 may not be considered prior to the 2024 Tax Return being available  
\*\*Additional documentation could be required upon receipt of the information indicated below\*\**

Please choose the person's income affected:

\_\_\_\_\_ **STUDENT**      \_\_\_\_\_ SPOUSE (if applicable)      \_\_\_\_\_ PARENT(s) of the dependent student

Please choose what circumstances affected the person checked above and the calendar year affected:

**\*\*Please contact the Financial Aid Office if you have circumstances to be considered that are not listed here \*\***

\_\_\_\_ Lay-off      \_\_\_\_ Business closed      \_\_\_\_ Loss of income other than wages      \_\_\_\_ Death of parent/spouse  
\_\_\_\_\_ Calendar Year 2023      \_\_\_\_\_ Calendar Year 2024

### 1. A student/parent (spouse) had a loss of income (lay-off, business closed, change of job, other) in 2023 or 2024:

- If the affected person's income on their 2023 Tax Return is **LESS** than in 2022, submit a SIGNED copy of their 2023 Tax Return with schedules and copies of all W2 forms, 1099s, etc. *or a complete 2023 Tax Return Transcript from the IRS.... or*
- If the change of income occurred in 2024, proof of year-to-date income for the affected person: ex. copy of unemployment being received, copy of last pay stub showing year-to-date earnings... **AND** ...an explanation of income expected to be received for the rest of 2024 along with the date he/she became unemployed (**\*\*NOTE: it may be necessary to wait until the 2024 tax return has been completed) ... or**
- If loss of income other than wages, include a detailed explanation of the income included on the FAFSA that is no longer received (Ex. child support, alimony, etc.), and when, why and the amount that is no longer being received.
- **And... if requested**, download from Eagle Online, complete and sign the 2024-2025 Verification Worksheet, based on the student's dependency status on the FAFSA.

### 2. The death of a parent or spouse in calendar year 2022, 2023 or after.

- A copy of the death certificate or obituary including the student's name and relationship... and
- A SIGNED copy of their 2022 Tax Return with schedules and copies of all W2 forms, 1099s, etc., *or a complete 2022 Tax Return Transcript from the IRS ...AND...* a SIGNED copy of their 2023 tax return information **IF** the death occurred after calendar year 2022.
- **And... if requested**, download from Eagle Online, complete and sign the 2024-2025 Verification Worksheet, based on the student's dependency status on the FAFSA.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent (or Student's Spouse) signature

*Documents may be uploaded through Eagle Online, scanned and emailed to [financialaid@tntech.edu](mailto:financialaid@tntech.edu),  
faxed to 931-372-6309, OR Mailed to: Tennessee Tech Financial Aid Office, Campus Box 5076, Cookeville, TN 38505*