

**Non-COVID Related PROFESSIONAL JUDGMENT APPEAL
2023-2024**

Listed below are examples of special circumstances for which a professional judgment may be considered at Tennessee Tech University. Other special circumstances may be considered, if warranted, on a case-by-case basis. Each example below lists documentation that MAY BE required. **The 2023-2024 Professional Judgment Appeal Form requesting a re-evaluation and the reason for the request should be completed and submitted for review to determine documentation needed.**

1. A parent/student/(or spouse) whose income was less in 2022

- SIGNED copy of parents' & student's 2021 and/or 2022 Tax Return with schedules and copies of all W2 forms, 1099s, etc. *(or a complete 2021 Tax Return Transcript from the IRS)*
- Completed and signed 2023-2024 Verification Worksheet

2. The death of a parent (or spouse) during calendar year 2021, 2022 or after student has filed the 2023-2024 Free Application for Federal Student Aid (FAFSA).

- Copy of death certificate or obituary listing student's name and relationship.
- A SIGNED copy of the 2021 and /or 2022 Tax Return including the deceased's information with schedules and copies of all W2s, 1099s, etc. *(or a complete 2022 Tax Return Transcript from the IRS)*
- Completed and signed 2023-2024 Verification Worksheet

3. A student/parent/(or spouse) had income in 2021 (Child support, alimony, unemployment, etc.) that is no longer received.

- Statement from student/parent (spouse if applicable) stating what income has ceased, when it ceased, the amount no longer received and why
- Verification from the source of the untaxed income documenting the date on which it ceased and the amount received in 2021, if available
- NOTE: A SIGNED copy of parents' & student's (spouse's if applicable) 2021 Tax Return with schedules and copies of all W2 forms *(or a complete 2021 Tax Return Transcript from the IRS)* may be required along with a completed and signed 2023-2024 Verification Worksheet.

4. A parent/student/ (or spouse) became unemployed in 2023 (request could be delayed until end of year for actual earnings)

- A statement indicating the date on which he/she became unemployed.
- A copy of the letter of separation or lay-off from the company, or notice of company closing, or a copy of unemployment benefit information along with a statement from employer or final check stub showing year-to-date earnings
- Explanation of any income expected to be earned from all sources for the remainder of the 2023 calendar year.
- SIGNED copy of parents' & student's 2021 Tax Return with schedules and copies of all W2 forms, 1099s, etc. *(or a complete 2021 Tax Return Transcript from the IRS)* along with a completed and signed 2023-2024 Verification Worksheet.

5. Special, necessary medical/dental out-of-pocket, non-reimbursed, expenses for calendar year 2021 or 2022

- SIGNED copy of parents' & student's 2020 and/or Tax Return with schedules and copies of all W2 forms *(or a complete 2020 Tax Return Transcript from the IRS)* along with a completed and signed 2023-2024 Verification Worksheet

- A statement that summarizes the total amount of out-of-pocket, non-reimbursed expenses for the 2021 or 2022 calendar year, and the person in the household who incurred the expenses (this should not include insurance premiums or travel). Your summary must be specific, as we will not calculate expenses and assume what was or was not non-reimbursed.
- Examples of documentation that may be requested: Receipts showing amounts paid with statement from insurance company showing that expenses were not reimbursed / Statement from pharmacy showing pharmaceuticals paid for by student/parent not covered by insurance / Statement from physician showing out-of-pocket payments, i.e. co-pays.

6. Disability of student/spouse/parent not reflected on the FAFSA

- Medical documentation of disability and any benefits received as a result of disability.
- Statement from employer or final check stub showing earnings for the current year until student/spouse/parent became disabled.
- Unemployment compensation documentation of amounts and duration of payment(s).
- Income from all sources taxed and untaxed for the current calendar year.
- SIGNED copy of applicable 2021 and/or 2022 Tax Return with schedules and all W2 forms, 1099s, etc. (*or a complete 2020 Tax Return Transcript from the IRS*) along with a completed and signed 2022-2023 Verification Worksheet.

Dependency Override

Student must communicate with the Financial Aid Office for assistance with a Dependency Override request.

UNUSUAL CIRCUMSTANCES NOT GIVEN CONSIDERATION

The Department of Education has identified conditions that, individually or in combination with one another, **DO NOT QUALIFY AS UNUSUAL CIRCUMSTANCES**, or do not merit a change in dependency status. Those conditions are as follows:

- Parent(s) refusing to contribute to the student's education
- Parent(s) unwilling to provide information necessary to complete the FAFSA and/or verification process
- Parent(s) not claiming the student as a dependent for income tax purposes
- Student demonstrating total self-sufficiency and/or not living with their parent(s)

However; if you could not answer YES to one of the 13 dependency questions provided on the FAFSA but you feel you meet the criteria stated below, you may contact our office and request the appropriate paperwork necessary to be considered for a Dependency Override.

UNUSUAL CIRCUMSTANCES GIVEN CONSIDERATION (with supporting documentation)

- A student's voluntary or involuntary removal from the parents' home due to an extreme situation that threatened the student's health and/or safety and due to these conditions, parent support was terminated.
- Incapacity of parent(s) such as incarceration, mental or physical illness or the inability of the applicant to locate the parent(s).
- Other unusual, extenuating circumstances that can be sufficiently documented.