

**PROFESSIONAL JUDGMENT APPEAL  
2011-2012**

Listed below are examples of circumstances for which a professional judgment might be considered at Tennessee Technological University. Other circumstances may be considered if warranted. Below each example is listed the minimum documentation required. You will be notified if additional documentation is needed. **A signed statement from the student asking for a reevaluation and explaining the situation in detail should be attached to the documentation listed below.**

**1. A parent who has become unemployed in 2011.**

- A statement from parent indicating the date on which he/she became unemployed, the situation that led to the unemployment and any prospects he/she might have for employment in the near future.
- A copy of the letter of separation or lay-off from the company, or notice of company closing.
- Verification of unemployment income or employment office denial of unemployment funds.
- Documentation of all earned income from January 1, 2011, to present. This documentation could be in the form of the latest check stub indicating "year-to-date" earnings or a statement on letterhead from previous employer(s) verifying 2011 earnings.
- Documentation of all other income that the parent might have received or anticipates receiving (from January 1 to December 31, 2011), both earned and untaxed.
- SIGNED copy of parents' & student's 2010 federal tax form (1040A, 1040 or 1040EZ), including copies of W2 forms.
- A completed and signed 2011-2012 Dependent Verification Worksheet.

**2. The death of a parent after student has filed the 2011-2012 Free Application for Federal Student Aid (FAFSA).**

- Copy of death certificate.
- SIGNED copy of parents' & student's 2010 federal tax form (1040A, 1040 or 1040EZ), including copies of W2 forms.
- A completed and signed 2011-2012 Dependent Verification Worksheet.

**3. A parent has lost the job that he/she held in 2010 due to circumstances beyond their control (such as company closing or lay-off) and is now employed in a lower-paying position.**

- Statement from parent describing the situation that led to the loss of the first job, the date he/she started working at the current job and how much he/she anticipates earning in 2011.
- A copy of the letter of separation or lay-off from the company, or notice of company closing.
- Statement from parent's current employer verifying when he/she started working, average number of hours working per week, rate of pay and amount earned from January 1, 2011, to present.
- Documentation of all other income that parent might have received or anticipates receiving (from January 1 to December 31, 2011), both earned and untaxed. This documentation could include the last check stub indicating "year-to-date" earnings from the previous employer(s) and, if applicable, verification of unemployment income or employment office denial of unemployment funds.
- SIGNED copy of parents' & student's 2010 federal tax form (1040, 1040A or 1040EZ), including copies of W2 forms.
- A completed and signed 2011-2012 Dependent Verification Worksheet.

**4. A student/parent/spouse had untaxed income in 2010 (Child support, alimony, unemployment, etc.) that has ceased.**

- Statement from student/parent (spouse if applicable) stating what the income was and why it ceased.
- Verification of the 2010 untaxed income.
- Verification from the source of the untaxed income documenting the date on which it ceased and the amount received in 2011.
- SIGNED copy of parents' & student's (spouse's if applicable) 2010 federal tax form (1040, 1040A or 1040EZ), including copies of W2 forms.
- A completed and signed 2011-2012 Dependent Verification Worksheet.

**5. A student or spouse who has become unemployed in 2011.**

- Statement from student indicating the date that he/she (or spouse) became unemployed, the situation that led to the unemployment and any prospects there might be for employment in the near future.
- Letter on letterhead or official notice from employer verifying the last date of employment.
- Verification of unemployment income or employment office denial of unemployment funds.
- Documentation of any earned income from January 1, 2011 to present. This documentation could be in the form of the latest check stub indicating "year-to-date" earnings or a statement on letterhead from previous employer(s) verifying 2011 earnings.
- Documentation of all other income that the student (or spouse) might have received or anticipates receiving (from January 1 to December 31, 2011), both earned and untaxed.
- SIGNED copy of student's and spouse's (if not a joint return) 2010 federal tax form (1040, 1040A or 1040EZ), including copies of W2 forms.
- A completed and signed 2011-2012 Independent Verification Worksheet.

**6. The death of a spouse after a student has filed the 2011-2012 FAFSA.**

- Copy of death certificate.
- SIGNED copy of 2010 federal tax form (1040A, 1040 or 1040EZ), including copies of W2 forms.
- A completed and signed 2011-2012 Independent Verification Worksheet

**7. A student or spouse has had a change in employment that he/she held in 2010 due to circumstances beyond their control (such as a lay-off or company closing) and is now employed in a lower-paying position or employed part-time.**

- Statement from student describing the situation that led to the loss of the first job, the date he/she started working at the current job and how much he/she anticipates earning in 2011.
- A copy of the letter of separation or lay-off from the company, or notice of company closing.
- Statement from student's (or spouse's) current employer verifying when he/she started working, average number of hours working per week, rate of pay and amount earned from January 1, 2011 to present.
- Documentation of all other income that student (or spouse) might have received or anticipates receiving (from January 1 to December 31, 2011), both earned and untaxed. This documentation could include the last check stub indicating "year-to-date" earnings from the previous employer(s) and, if applicable, verification of unemployment income or employment office denial of unemployment funds.

- SIGNED copy of student and spouse/parent (for dependent students) 2010 tax form (1040A, 1040 or 1040EZ), including copies of W2 forms.
- A completed and signed 2011-2012 Independent Verification Worksheet.

#### **8. Unusual necessary medical/dental expenses**

- SIGNED copy of student and parents' (or spouse if applicable) 2010 federal tax return. INCLUDE Schedule A of the federal 1040 tax form and W2 Forms.
- Cancelled checks or receipts showing amounts paid with statement from insurance company showing expenses were not reimbursed.
- Statement from pharmacy showing pharmaceuticals paid for by student/parent not covered by insurance—co-pays may be included.
- Statement from physician showing out-of-pocket payments, i.e. co-pays.
- A completed and signed 2011-12 Verification Worksheet (Dependent if parents' information had to be included on your FAFSA or Independent if you were only required to use Student information on the FAFSA).

#### **9. Disability of student/spouse/parent**

- Medical documentation of disability and any benefits received as a result of disability.
- Statement from employer 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 2010 federal tax returns and W2 forms.
- A completed and signed 2011-12 Verification Worksheet (Dependent if parents' information had to be included on your FAFSA or Independent if you were only required to use Student information on the FAFSA).

#### **10. Dependency Override**

##### **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 to complete to be considered for a Dependency Override.

##### **CIRCUMSTANCES GIVEN CONSIDERATION**

- 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 extenuating circumstances that can be sufficiently documented.