

**PROFESSIONAL JUDGMENT APPEAL
2019-2020**

Listed below are examples of circumstances for which a professional judgment may be considered at Tennessee Tech University. Other circumstances may be considered, if warranted, on a case-by-case basis. Each example below lists the minimum documentation required. You will be notified if additional documentation is needed. **A statement from the student, and the parent if applicable, requesting a re-evaluation and the reason for the request should be attached to the documentation listed below.**

*****PLEASE NOTE: a request to review earnings beyond calendar year 2017 may not be considered prior to the 2018 Tax Return being available*****

1. A parent who became unemployed in 2017 or 2018.

- A statement from parent indicating the date on which he/she became unemployed and the situation that led to the unemployment.
- A copy of the letter of separation or lay-off from the company, or notice of company closing.
- SIGNED copy of parents' & student's 2017 Tax Return and copies of all W2 forms, 1099s, etc.
- SIGNED copy of parents' 2018 Tax Return Transcript and copies of all W2 forms, 1099s, etc.
- A completed and signed 2019-2020 Dependent Verification Worksheet (as determined by the Financial Aid Office).

2. The death of a parent during calendar year 2017, 2018 or after student has filed the 2019-2020 Free Application for Federal Student Aid (FAFSA).

- Copy of death certificate.
- SIGNED copy of parents' & student's 2017 Tax Return and copies of all W2 forms.
- A completed and signed 2019-2020 Dependent Verification Worksheet (as determined by the Financial Aid Office).
- SIGNED copy of 2018 Tax Return and copies of all W2s, 1099s, etc. MAY be required to accurately adjust your FAFSA.

3. A parent lost the job held in 2017 due to circumstances beyond their control (such as company closing or lay-off) and was employed in a lower-paying position for 2018

- Statement from parent describing the situation that led to the loss of the first job
- A copy of the letter of separation or lay-off from the company, or notice of company closing.
- SIGNED copy of parents' & student's 2017 Tax Return and copies of all W2 forms, 1099s, etc.
- SIGNED copy of parents' 2018 Tax Return and copies of all W2 forms, 1099s, etc.
- A completed and signed 2019-2020 Dependent Verification Worksheet (as determined by the Financial Aid Office).

4. A student/parent/spouse had income in 2017 (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 and why
- Verification of the income received in 2017 that has ceased

- SIGNED copy of parents' & student's (spouse's if applicable) 2017 Tax Return and copies of all W2 forms
- Verification from the source of the untaxed income documenting the date on which it ceased and the amount received in 2017
- A completed and signed 2019-2020 Verification Worksheet (as determined by the Financial Aid Office).

5. A student or spouse who became unemployed in 2017 or 2018.

- A statement from student indicating the date on which he/she became unemployed and the situation that led to the unemployment.
- A copy of the letter of separation or lay-off from the company, or notice of company closing.
- SIGNED copy of student's and spouse's (if not a joint return) 2017 Tax Return and copies of all W2 forms, 1099s, etc.
- SIGNED copy of student's 2018 Tax Return Transcript from the IRS and copies of all W2 forms, 1099s, etc.
- A completed and signed 2019-2020 Independent Verification Worksheet (as determined by the Financial Aid Office).

6. The death of a spouse during the 2017 or 2018 calendar year or after a student has filed the 2019-2020 FAFSA.

- Copy of death certificate.
- SIGNED copy of 2017 Federal Tax Return and copies of all W2 forms, 1099s, etc.
- A completed and signed 2019-2020 Independent Verification Worksheet (as determined by the Financial Aid Office).
- SIGNED copy of the 2018 Tax Return and a copy of all W2s, 1099s, etc. MAY be required to accurately adjust your FAFSA.

7. A student or spouse lost the job held in 2017 due to circumstances beyond their control (such as a lay-off or company closing) and was employed in a lower-paying position for 2018.

- Statement from student or spouse describing the situation that led to the loss of the first job
- A copy of the letter of separation or lay-off from the company, or notice of company closing.
- SIGNED copy of student's or spouse's 2017 Tax Return and copies of all W2 forms.
- SIGNED copy of student's 2018 Tax Return and copies of all W2 forms
- A completed and signed 2019-2020 Independent Verification Worksheet (as determined by the Financial Aid Office).

8. Unusual necessary medical/dental expenses for calendar year 2017 or 2018

- SIGNED copy of student's and parents' (or spouse if applicable) 2017 Tax Return and all W2 forms, 1099s etc. ALSO include Schedule A of the federal 1040 tax form if itemized deductions were claimed.
- A statement that summarizes the total amount of out-of-pocket, non-reimbursed expenses for the 2017 or 2018 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.

- Cancelled checks or receipts showing amounts paid with statement from insurance company showing that expenses were not reimbursed may be requested.
- 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 2019-2020 Verification Worksheet (as determined by the Financial Aid Office).
- SIGNED copy of applicable 2018 Tax Return may be required with all W2 forms, 1099s, etc. ALSO include Schedule A of the federal 1040 tax form if itemized deductions were claimed.

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 2017 Tax Return Transcript from the IRS and all W2 forms, 1099s, etc.
- SIGNED copy of applicable 2018 Tax Return Transcript from the IRS and all W2 forms, 1099s, etc.
- A completed and signed 2019-2020 Verification Worksheet (as determined by the Financial Aid Office).

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 necessary to be considered for a Dependency Override.

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 extenuating circumstances that can be sufficiently documented.