Get There.
CENTRAL PIEDMONT COMMUNITY COLLEGE

Financial Aid/VA Office
P.O. Box 35009
Charlotte, NC 28235-5009
Telephone: (704) 330-6942
Fax: (704) 330-5053

Professional Judgment Request For Adjustment to Family Income

This application is in response to your request for a review of special circumstances that you feel may change your financial aid eligibility. The Financial Aid Office requires that certain documents be provided to support you and your spouse's or you and your parent(s)(if applicable) claims of special circumstances. The Financial Aid Office begins the review process with an evaluation of the accuracy of the information that you have submitted on your Free Application for Federal Student Aid (FAFSA). The Financial Aid Office will evaluate the documents you submit along with your FAFSA information to determine if you are eligible for any financial aid adjustments.

The United States Department of Education provides in the Higher Education Amendments of 1998 a reaffirmation of the use of professional judgment in determining eligibility for federal financial aid. This provision allows for consideration of projected year income, rather than prior year income, to calculate a student's eligibility. **Your family situation must meet one of the criteria used by Central Piedmont Community College to determine special circumstances.** If your family meets a special circumstance requirement in the 2012-2013 award year, your eligibility may be recalculated using expected income from 2012. Please put your student ID number on all forms submitted to the Financial Aid Office.

The decision reached by the Financial Aid/VA Office is final and cannot be appealed to the U. S. Department of Education.

Student Name: _____ **Student ID #:** _____

Address: _____ **Telephone:** _____

_____ **Date:** _____

PART I: Instructions for Completion

- **Please submit a copy of your 2011 and 2012 federal tax return along with a Verification Worksheet. Federal guidelines require that the aid administrator verifies and corrects any information on your FAFSA before your professional judgment can be reviewed.**
- **Complete only the sections that apply to your situation and provide all required documentation.**
- **Provide all requested signatures. Write student name and student ID number at the top of all documents.**
- **If additional information is required, you will be notified promptly.**

To assure a more accurate income adjustment for those who have lost employment, please wait until **July 1** to submit a request for review of special conditions under criteria A and B.

PART II: List Household Members and Relationship, Including Self

Please list all family members. Independent students include spouse and dependent children. Dependent students include: self, parents, and dependent children in the parents' household. If a listed family member will be attending college at least half-time in one semester of the 2012-2013 school year, please include the name of the college.

Full Name	Age	Relationship	Name of College
		SELF	Central Piedmont Community College

PART III: Explanation of Situation

Please check one box that corresponds to your situation:

SITUATION	DOCUMENTATION REQUIRED
☐ **Divorce or Separation**	**-Copy of divorce decree/separation papers or evidence of separate living accommodations** **-Copy of 2011 Federal Tax Return and W-2's**
☐ **Retirement**	**-Letter of separation from employer** **-Copy of last pay stub showing earnings** **-Statement of Retirements benefits**
☐ **Death of parent/spouse**	**-Photocopy of death certificate**
☐ **Loss of Employment for Student, Spouse or Parent (loss employment must occur 16 weeks prior to request)**	**-Letter of separation from employer** **-Copy of last pay stubs from both previous and current jobs if applicable** **-Copy of unemployment benefits or statement of ineligibility for unemployment benefits** **-Copy of 2011 Federal Tax Return**
☐ **Loss of other income**	**-Statement of benefits (e.g. Social Security benefits)** **-Letter from parent paying child support or Friend of the Court including stop date and amounts** **-Other applicable documentation to verify loss of other income** **-Copy of 2011 Federal Tax Return**
☐ **Elementary/secondary tuition**	**-Copy of paid invoice-Letter certifying enrollment from school**
☐ **Medical expenses (only applies if you filed a 1040 Schedule A)**	**-Copy of 2011 Federal 1040 income tax return Schedule A**
☐ **Disaster or Natural Causes**	**-Date disability occurred** **-Proof of disability (medical documentation, letter from vocational rehabilitation, etc.)** **-Copy of current year-to-date pay stubs from all jobs held** **-Proof of disability income**
☐ **Other**	**-Provide all supporting documentation**

PART IV: Explanation of Circumstances and Additional Required Documents

A) Student, Spouse or Parental total loss of untaxed income or benefit for more than 10 consecutive weeks in 2012.

This must be a complete loss of the benefit. The untaxed income or benefit must have been from a public or private agency, company, or person because of a court order. Do not include Veterans' educational benefits.

Check only one box that corresponds to your situation and provide the documentation listed <u>whenever applicable.</u>

☐ Loss of unemployment compensation for ☐ weeks in 2012

Required documentation of loss of unemployment compensation benefits:

- 2011 Federal Income Tax Return, including all schedules, W-2 and 1099/W-6 forms;
- Termination Letter;
- Unemployment insurance benefits;
- Letter from employer evidencing employment status change;
- Projected income earned for current year;
- Statement regarding any anticipated retirement benefits (including social security) for the current year

☐ Loss of Social Security benefits for _____ weeks in 2012

Required documentation of loss of social security benefits:

- 2011 Federal Income Tax Return, including all schedules, W-2 and 1099/W-6 forms;
- Date benefits stopped;
- Documentation from agency providing benefits that states when benefits stopped and amount received (if any) in the current year;
- Copies of most recent pay stubs or statements of earnings to date for all 2012 employment of both parents

☐ Loss of Disability benefits for _____ weeks in 2012

Required documentation of loss of disability benefits:

- 2011 Federal Income Tax Return, including all schedules, W-2 and 1099/W-6 forms
- Date disability occurred;
- Proof of disability (medical documentation, letter from vocational rehabilitation, etc);
- Copy of current year-to-date pay stubs from all jobs held;
- Proof of disability income;
- Documentation on all other sources of parent income (taxable and non-taxable)

☐ Loss of Welfare benefits for _____ weeks in 2012

Required documentation of loss of welfare:

- 2011 Federal Income Tax Return, including all schedules, W-2 and 1099/W-6 forms
- Benefit provider's notification to you of loss of benefit
- Copies of most recent pay stubs or statements of earnings to date for all 2012 employment of both parents
- Documentation on all other sources of parent income (taxable and non-taxable)

☐ Loss of Court Ordered Child Support for _____ weeks in 2012

Required documentation of loss of court ordered child support:

- 2011 Federal Income Tax Return, including all schedules, W-2 and 1099/W-6 forms
- Court documents verifying loss and date/conditions of loss
- Copies of most recent pay stubs or statements of earnings to date for all 2012 employment of both parents
- Documentation on all other sources of parent income (taxable and non-taxable)

☐ Other _____ for _____ weeks in 2012

B) Student, Spouse or Parental loss of employment for more than <u>10 consecutive weeks in 2012.</u> This must be a complete loss of employment.

Check only one box that corresponds to your situation and provide the documentation listed <u>whenever applicable.</u>

☐ Termination or cessation of employment for _____ weeks in 2012

Required documentation of termination or cessation of employment:

- 2011 Federal Income Tax Return, including all schedules, W-2 and 1099/W-6 forms
- Employer's notice and/or written documentation of termination/cessation
- Copy of most recent pay stubs or statement of earnings to date for all 2012 employment of both parents
- Notice of application for unemployment compensation and amount received
- Documentation on all other sources of parent income (taxable and non-taxable)
- Attending Doctor's statement of disability
- Notification of Worker's Compensation
- Documentation of employer disability payments

Name of person who is unemployed _____

If not the student, please list the relationship _____

☐ Disability or natural disaster; unable to earn money for _____ weeks in 2012

Required documentation of disability or natural disaster:

- 2011 Federal Income Tax Return, including all schedules, W-2 and 1099/W-6 forms
- Attending Doctor's statement of disability
- Documentation of date disability or natural disaster resulted in termination of employment
- Documentation of employer disability payments
- Notification of Worker's Compensation
- Documentation of Official Declaration of Natural Disaster
- Copy of most recent pay stubs or statement of earnings to date for all 2012 employment of both parents
- Documentation on all other sources of parent income (taxable and non-taxable)

C) You have already filed your Free Application for Federal Student Aid (FAFSA or Renewal FAFSA) and, since that time, you and your spouse have separated or divorce.

Please provide the date you separated or divorce (month/day/year): _____

Required documentation:

- 2011 Federal Income Tax Return, including all schedules, W-2 and 1099/W-6 forms
- Court documented separation agreement **or** divorce decree/settlement
- Copy of student's birth certificate

D) You have already filed your Free Application for Federal Student Aid (FAFSA or Renewal FAFSA) and, since that time, one of your parents has died.

Please provide the date your spouse died (month/day/year): _____

PART V: Personal Statement

PART VI: Certification Statements and Signatures

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

(If considered dependent, parent please sign, print, and fax to 704.330.5053)

Warning: ***According to the U.S. Department of Education, if you purposely give false or misleading information on form, you may be subject to a fine of up to $20,000 or imprisonment for up to 5 years, or both.***

Do not mail any documents to the U.S. Department of Education.
Submit all requested documentation to CPCC's Financial Aid Office by fax (704.330.5053).

You should make a copy of this worksheet for your records.

PART VII: Reporting of Income

Please complete the following income chart to reflect actual and projected income for the year 2011.
This form will not be accepted until after July 1, 2013.

	Actual 2012 Income From Work	Actual 2012 Untaxed Income	Source of Untaxed Income	Projected 2012 Income through 12/2012	Source of Projected 2012 Income through 12/2012
Father (Dependent Students)					
Mother (Dependent Students)					
Student					
Spouse (Independent Students)					

Be certain you have completed the following before submitting your appeal to us:

1. Provide a detailed letter of appeal that explains how your family's financial status has changed and indicate the situation that applies by checking the appropriate box on the front of this form.
2. Please complete all sections *(both sides)* of this form.
3. Attach required documentation.

FOR FINANCIAL AID/VA OFFICE USE ONLY

Reviewed by: _____ **Date:** _____ **APPROVED** **DISAPPROVED**
Reason:
_____
_____

PRINT