



FINANCIAL AID OFFICE
2023-2024 Request for Professional Judgment

You have indicated that there are circumstances that may affect the results of your 2023-2024 Free Application for Federal Student Aid (FAFSA). If the circumstance falls into one of the categories listed on this form, you may submit a Request for Professional Judgment. You must include all required documentation. Incomplete submissions will not be reviewed. If a correction is made to your FAFSA, it may result in a reduction in the base year income or the use of projected income for the current year. In many cases, an adjustment does not increase eligibility for grants. You will be notified after your request has been reviewed.

Name: \_\_\_\_\_ HCC ID # or SSN (last 4 digits): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

1. Attach a written statement explaining circumstance.

2. Attach a complete 2023-2024 Verification-Number in Household & College Form. Form may be downloaded at www.haywood.edu/financial-aid/forms.php

3. Check the mitigating circumstance that best describes your situation. Complete required steps and attach the additional required documentation as indicated in italics.

- UNEMPLOYMENT/LOSS OF INCOME (check one): \_\_\_ father \_\_\_ mother \_\_\_ student \_\_\_ spouse
o Period of unemployment \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_
o Layoff: letter from employer or unemployment commission stating effective date
o Termination: letter from employer or unemployment commission stating effective date
o 2022 Signed Federal Tax Return & W-2s for student, parents (if dependent), or spouse (if married) ONLY IF DID NOT USE DRT
o 2023 Signed Federal Tax Return & W-2s for student, parents (if dependent), or spouse (if married)
o Verification of 2024 earnings up to the date of last employment (including severance pay), e.g., last check stub from all employers
o Statement from Employment Security Office of expected 2024 unemployment benefits (if applicable)
o Retirement Pay Statement for 2023 (if applicable)
o Business Balance Sheet & Statement of Owner's Equity (if applicable)

DEATH OF PARENT OR SPOUSE AFTER FAFSA WAS COMPLETED (check one): \_\_\_ father \_\_\_ mother \_\_\_ spouse
o Copy of death certificate
o 2021 Federal Tax Return and 2022 Federal Tax Return & W-2s for student, parents (if dependent), or spouse (if married)

DIVORCE OR LEGAL SEPARATION AFTER FAFSA WAS COMPLETED (check one): \_\_\_ student/spouse \_\_\_ parents
o Copy of the divorce decree, legal separation agreement, or a letter from the attorney verifying the separation date
o If the separation is not yet legal, rent receipts/mortgage statements, gas, electric, or water bills showing separate households
o 2021 Federal Tax Return & W-2s for student, parent (if dependent), or spouse (if married)

UNUSUAL MEDICAL/DENTAL EXPENSES
o 2021 Federal Tax Return with Schedule A



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- *Statements from medical providers showing amounts PAID by parents/student/spouse in 2021.*
- *Statements from medical providers showing outstanding BALANCES DUE by parents/student/spouse in 2021.*

#### 4. CERTIFICATION & SIGNATURES:

*If student is classified as dependent, the student and parent whose information was reported on the FAFSA must sign and date.*

By signing this form, I certify the following:

- I understand that this request will not be reviewed if incomplete.
- I will be notified of the status of this request, allowing two weeks for processing.
- Requests to have financial aid based on 2022 income will not be reviewed until after May 1, 2023.
- I understand that I may be awarded financial aid before my appeal has been reviewed, but that my award may be revised if the professional judgment makes a difference in the amount of aid that I am eligible to receive.

I certify that the information provided on this form is true and correct. I understand I may be asked to provide additional documentation to support the information herein. By signing this form, I agree to allow Haywood Community College to submit corrections to my FAFSA electronically on my behalf. This information may include federal or state income tax that I filed or was required to file.

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

\_\_\_\_\_  
HCC ID # or SSN (last 4 digits)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (if dependent)

\_\_\_\_\_  
Date

**WARNING!** If you purposely give false or misleading information, you may be fined, imprisoned, or both.



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**For FAO Use Only:**

<i>Income Sources</i>	<i>Father/Step-father</i>	<i>Mother/Step-mother</i>	<i>Student</i>	<i>Spouse</i>
<i>Wages/Salaries/Tips</i>				
<i>Unemployment Benefits</i>				
<i>Other Income lines 8a-36 1040</i>				
<i>Other Taxable Income</i>				
<i>Social Security Benefits</i>				
<i>Child Support Received</i>				
<i>Untaxed Income (D,E,F,G,H,S)</i>				
<b><i>Total Estimated adjusted Income</i></b>				
<b><i>Total Income less deductions</i></b>				
<i>Estimated US Income Tax Paid</i>				
<i>Current Assets/Business</i>				

Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Date FAFSA Revised/Submitted: \_\_\_\_\_ Revised EFC: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_