



**ALABAMA STATE
UNIVERSITY**

Office of Financial Aid

915 South Jackson Street Montgomery, Alabama 36101
(O) 334-229-4862 (F) 334-782-0864 (E-mail) finaid@alasu.edu

2023-2024 | Professional Judgement Request Form

SECTION A: STUDENT INFORMATION

Name: _____ ID Number: _____

Professional judgment is a process in which Financial Aid administrators may evaluate a student's account for additional aid eligibility due to unique and unusual circumstances. A student must have a verified FAFSA on file with Alabama State University. If a FAFSA has already been submitted, but was not selected for verification, the student must still complete the verification process. Students should continue the enrollment process of registration if they plan to attend ASU, and should not wait on the outcome of a professional judgment before completing these items. Not registering and/or not completing payment options may result in a loss of housing preference, loss of schedule, etc. Students should continually check Hornetsweb for updates or additional documentation requests. Please have the student's name and ASU ID on all documents to prevent processing delays. The table below lists basic verification requirements:

SECTION B. REQUIRED VERIFICATION DOCUMENTS

Dependent Students

- 2023-2024 Verification form, completed and signed by at least one parent
- Copy of yours and your parent's 2021 IRS Tax Return Transcript

Independent Students

- 2023-2024 Verification form, completed and signed
- Copy of yours and your spouse's (if applicable) 2021 IRS Tax Return Transcript

Return this completed form with any required documentation to finaid@alasu.edu

Name: _____

Student ID Number: _____

SECTION C. PROFESSIONAL JUDGMENT REQUEST (Check all that apply)

LOSS OF EMPLOYMENT

We review loss of employment that took place for at least 12 consecutive weeks after Jan. 1, 2021 and before Dec. 31, 2022.

Documentation Needed:

- Official documentation verifying date of job loss (e.g. severance letter, unemployment decision, etc.)
- Final paycheck stub(s) received
- Unemployment history summary reporting benefits received to date and balance remaining in 2020 or 2021
- Copy of 2020 and 2021 IRS Tax Return Transcript:
- Dependent students should submit their parent's IRS Tax Return Transcript(s)
- Independent students should submit their (and their spouses, if applicable) IRS Tax Return Transcript
- Copy of all W2s reported on the 2020 and 2021 IRS Tax Return Transcript(s)
- If employed after job loss, please include most recent paycheck stubs of any and all employment

LOSS/REDUCTION OF SELF-EMPLOYMENT INCOME

We review loss or reduction of gross income (before expenses) that took place for at least 12 consecutive weeks after Jan. 1, 2020 and before Dec. 31, 2022.

Documentation Needed:

- Statement indicating date of self-employment loss or Reduction
- Copy of 2021 IRS Tax Return Transcript:
 - Dependent students should submit their parent's IRS Tax Return Transcript(s)
 - Independent students should submit their (and their spouses, if applicable) IRS Tax Return Transcript
- For loss of self-employment income: Income Statement showing net earned income for the 2021/2022 tax year
- For reduction of self-employment income: Pro Forma Income Statement projecting income for the 2021/2022 tax year
- If employed after job loss, please include most recent paycheck stubs of any and all Employment

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Name: _____

Student ID Number: _____

REDUCTION OF INCOME (Check all that apply)

Current employer has reduced wages and/or hours for at least 12 consecutive weeks in 2020, 2021 or 2022 for you, your spouse, or your parent (if dependent).

Documentation Needed:

- Employer documentation verifying change in employment status (e.g. furlough)
- Copy of paycheck stub(s) received before reduction and copy of most recent paycheck stub(s) since reduction in 2021 or 2022
- Copy of 2020 IRS Tax Return Transcript:
- Dependent students should submit their parent's IRS Tax Return Transcript
- Independent students should submit their (and their spouses, if applicable) IRS Tax Return Transcript

REDUCTION IN INCOME/BENEFITS:

You, your spouse, or your parent(s), if dependent, lost income or benefits outside of employment (i.e. child support, unemployment, etc.).

Documentation Needed:

- Third-party official documentation reporting date income or benefit was terminated/exhausted
- Copy of 2020 and 2021 IRS Tax Return Transcript:
- Dependent students should submit their parent's IRS Tax Return Transcript(s)
- Independent students should submit their (and their spouses, if applicable) IRS Tax Return Transcript

DUE TO MEDICAL LEAVE:

You, your spouse, or your parent(s), if dependent, lost income due to medical leave related to the illness

or injury of an immediate family member of the student (or spouse, if applicable).

Documentation Needed:

- Doctor's note indicating illness/injury related to loss of income and dates surrounding medical leave
- Disability, worker's compensation or other applicable documentation showing any income generated while on medical leave as a result of medical leave
- Last full paycheck stub before medical leave of employee who lost income

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Student ID Number: _____

EXCEPTIONAL MEDICAL/DENTAL EXPENSES

Medical and/or dental expenses for 2019, 2020, or 2021 that were paid out-of-pocket (i.e. not what insurance covered) for you, your spouse (if applicable) and/or your parent(s)/sibling(s), if dependent.

Documentation Needed:

- A copy of Schedule A form, your 2020, 2021, and/or 2022 IRS Tax Return (itemized deductions schedule)
- Copies of canceled checks for out-of-pocket payments and/or receipts of payments
- A copy of your FSA or HSA account showing payments AND/OR a copy of your medical account listing payments and dates

DIVORCE/SEPARATION

You/your parents divorced or separated after the FAFSA was completed.

Documentation Needed:

- For separation: Signed statement indicating date of separation AND two official documents (e.g. copy of lease, utility bill, driver's license, etc.) verifying the physical address of the absent spouse/parent (no P.O. boxes)
- For divorce: A divorce decree
- Copy of 2020 IRS Tax Return Transcript:
 - Dependent students should submit their parent's IRS Tax Return Transcript(s) or IRS Tax Return(s)
 - Independent students should submit their (and their spouses, if applicable) IRS Tax Return Transcript
- Copy of all W2s reported on the 2020 IRS Tax Return Transcript(s)

DEATH OF PARENT OR SPOUSE

Your spouse/parent passed away after the FAFSA was complete.

Documentation Needed:

- Copy of the death certificate or a published newspaper obituary with date of death
- Copy of 2020 IRS Tax Return Transcript or IRS Tax Return:
 - Dependent students should submit their parent's IRS Tax Return Transcript(s)
 - Independent students should submit their (and their spouses, if applicable) IRS Tax Return Transcript
- Copy of all W2s reported on the 2020 IRS Tax Return Transcript(s)

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Student ID Number: _____

PRIVATE SCHOOL TUITION

Only elementary/secondary tuition expenses paid for 2020, 2021, or 2022 are considered. Please submit documentation on letterhead or a bill reporting the amount of tuition paid and the names of the children who attended. Fees, books, supplies, etc. cannot be included in this amount.

- Dependent students: Tuition paid for siblings only
- Independent students: Tuition paid for dependent children only

COLLEGE TUITION COST FOR PARENTS

Parent(s) must be enrolled at least half-time per semester/quarter, in regionally accredited institution, and working toward a degree, certificate, or program leading to a recognized education credential.

Please submit documentation on letterhead or a bill from the college reporting tuition expenses, number of credit hours, and degree program for the 2023–2024 academic year.

SPECIAL CIRCUMSTANCE

Must provide documentation on why you think you have a special circumstance and are unable to provide parental information. Examples of some special circumstances would include: if both your parents are incarcerated; you have left home due to an abusive family environment (you would have to provide police reports, medical documentation, court records, etc.)

SECTION D. CERTIFICATION AND AUTHORIZATION

If circumstances change, I/we accept the responsibility for contacting the Financial Aid Office in writing with the corrected information. I also understand that submitting this form late in any term may eliminate potential eligibility due to processing time, awarding, and disbursement requirements. All submitted documentation becomes part of the official record and therefore cannot be returned. Documents that become part of the Education Record are protected for privacy under federal law.

I certify that all the information contained on this form and in the supporting documentation is complete and correct. I understand that I must complete all sections, sign and return this form for my appeal to be processed for financial aid consideration. I understand that it may take 5 – 7 business days for this request to be processed. Electronic signatures are not accepted.

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Name: _____

Student ID Number: _____

Student Signature

Date

Parent Signature

Date

Return this completed form with any required documentation to finaid@alasu.edu

Name: _____

Student ID Number: _____

For Office Use Only:

Approval Date: _____

Approved By: _____

Updated Changes: _____

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