



7600 N. Academic Drive, Peoria IL 61615
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Office of Student Financial Aid
Professional Judgment Request Form
2021-2022

The Financial Aid Office at Methodist College recognizes that there are instances when a student’s FAFSA does not accurately reflect a family’s current financial situation. Professional Judgment is the Financial Aid Administrator’s ability to change a student’s financial assistance eligibility based on unusual or special circumstances. There must be a significant change to the family’s income to be considered for a Professional Judgment decision. Examples of the most common circumstances are listed below; however, this list is not intended to be all-inclusive, as you may have a situation that is not categorized but still applicable. Requests are reviewed after this form is completed and submitted with all required supporting documentation. Students will be notified of denial or approval by email or telephone within 30 days of submitting this request.

STEP 1 - Student Information

Student’s Name

Student’s Address, City, State, Zip

Student’s College Email Address

Student’s Telephone Number

This form is intended for use by students requesting a recalculation of financial need based on (but not limited to) the following conditions:

- Loss of employment/income by student, spouse or parent(s)
- Loss of income due to disability of student, spouse or parent(s)
- Loss of unemployment benefits or untaxed income or benefits by student, spouse or parent(s)
- Death of spouse or parent(S)
- Divorce or separation of self or parent(s)
- Loss of income due to a natural disaster
- Lump sum distribution or non-recurring income that inflates adjusted gross income for 2019
- Number in household increased after filing the FAFSA
- Other special circumstances that may affect you or your family’s ability to pay for your educational expenses

For your request to be taken into consideration, you **MUST** submit the following required documentation:

- **A written/typed statement that may include:**
 - ✓ The unusual circumstances or conditions
 - ✓ The specific dates when these circumstances or conditions occurred
 - ✓ The changes in income as a direct result of these special circumstances
 - ✓ The statement should be signed and dated
- **Verification/documentation listed for your circumstance(s) or condition(s):**
 - ✓ Examples of documentation that can be used include: termination or reduction-in-hours notification from an employer; unemployment benefits letter; copies of medical expenses not covered by insurance; legal documents (separation, divorce or marriage, etc.); most recent paystubs showing year-to-date earnings; benefit statements; physician’s statement; signed copy of your 2019 and/or 2020 Income Tax Return; W-2 forms; 2019 and/or 2020 1099 MISC Forms, letters or copies of payments from agencies such as DCFS
- **A 2021-2022 Dependent or Independent Verification Worksheet**

The professional judgment decision will be based upon the information that you provide with this form as well as the information contained within your supporting documentation. Requests with incomplete documentation will be denied.

STEP 2 - Check the circumstance(s) that apply to your specific situation and attach. Examples of documentation supporting your special circumstances are given for each category and should be submitted with this request:

- You, your spouse or your parent(s) earned money in 2019, but lost his/her job in 2019, 2020, 2021 or 2022**
Suggested documentation includes:
 1. Termination letter from employer including date employment ceased and severance benefits, if available
 2. A statement of unemployment benefits, if applicable
 3. A copy of last pay stub with year-to-date earnings
- You, your spouse or your parent(s) earned income in 2019, but earned substantially less in 2020, 2021 or 2022**
Documentation may include:
 1. Letter/Statement from employer indicating reduction in hours/pay, if available
 2. A copy of 2020 or 2021 Income Tax Return and W-2 forms
 3. A copy of the most recent paystub with year-to-date earnings
- Since applying for financial aid for 2021-2022, you and your spouse or your parents have separated or divorced**
Documentation may include:
 1. If separated: Attach signed and dated statements from both you and your spouse or both parents and include documentation for different addresses
 2. If divorced: Attach a copy of your or your parents' divorce decree
- Since applying for financial aid for 2021-2022, your spouse or a supporting parent has died**
Documentation may include:
 1. A copy of your spouse's or parent's death certificate
 2. If spouse or parent provided financial support, documentation of present sources of income, if applicable
- You, your spouse or your parent(s) received a one-time income in 2019 (e.g. IRA or pension distribution, Social Security payment, inheritance, sale of assets/investments, gambling winnings, etc.)**
Documentation may include:
 1. A statement from the source or a copy of the Federal 1099 MISC Form indicating the amount; AND
 2. A statement indicating how the funds were used
- You, your spouse or your parent(s) received untaxed income in 2019, but no longer receive the income or are receiving a reduced amount (e.g. Social Security, child support, workman's compensation, disability benefits)**
Documentation may include:
 1. A signed statement identifying the untaxed income source/benefit reduced or lost.
 2. A statement from the appropriate agency reducing/cancelling the benefits
- You, your spouse or your parent(s) paid out a large amount of medical and/or dental expenses in 2019, 2020, 2021 or 2022**
Documentation may include:
 1. Copies of medical and/or dental receipts showing payments made out of pocket
- You, your spouse or your parent(s) earned income in 2019, but have been unable to earn income in 2020, 2021, and/or 2022 due to a disability or natural disaster**
Documentation may include:
 1. Physician's statement about disability or written description of natural disaster (e.g. fire, flood, tornado, etc.)
- Since completing your 2021-2022 FAFSA, you or your parent(s) have added a member/members to your household that you will provide at least half their support between July 1, 2021 and June 30, 2022.**
Documentation includes:
 1. Physician's statement for birth of a child, statement from student or parent and supporting documentation for other additions to the household

STEP 3 - Additional documentation that may be required:

1. A copy of student's/spouse's and/or parents 2019 IRS Tax Return, 2019 W-2s and 1099-MISC Form
2. An updated Methodist College 2021-2022 Verification Worksheet

STEP 4 – Read, Sign and Return to the Methodist College Office of Student Financial Aid

All of the information on this form and the attached documents are true and correct to the best of my knowledge. If asked, I agree to provide any additional documentation requested.

Student's Signature _____ Parent's Signature: _____

(Dependent students only)

Date completed: _____ **FA OFFICE ONLY:** Date received _____ FAA Initials _____