



Student's Last Name

First Name

M. I.

UC ID #

On a case by case basis, the Financial Aid Office may take into account a student's special circumstances to make adjustments to his or her Expected Family Contribution (EFC), Cost of Attendance (COA), and/or financial aid dependency status, as determined by federal guidelines. Adjustments must be reasonable and documented, and the institution is held accountable for decisions made. Indicated below are the guidelines for professional judgments for University College.

Below are acceptable special circumstances to submit a Professional Judgment Request. The request must explain your particular circumstance with as much detail as possible and include sufficient third-party documentation.

- Significant change in income from 2015 to 2016 or loss of income. Include last date of employment and a copy of your EDD Benefit Statement (if applicable).
- Excessive Medical Expenses. This would include out-of-pocket, non-reimbursed expenses that are greater than the amount already deducted on your 2015 1040 tax return on Schedule A. Include a statement showing the total amount of out-of-pocket, non-reimbursed expenses. Must include documentation.
- Non-College Private Tuition (Elementary, Middle or High School ONLY). Include a contract or account statement showing the annual tuition amount.
- Dependent to Independent Request. Include proof of independent status due to emancipated minor, homeless, orphan/ward of the court, abuse or abandonment or any other circumstance. Include court documents and three letters from people that know of your special circumstance.
- Separation or Divorce. Include the Statement of Separation/Divorce form along with all 2015 W2's and a copy of your 2015 tax transcript.
- Parent Refusal to Complete the FAFSA. Include the Parent FAFSA Refusal form.
- Increase Cost of Attendance due to Dependent Care Expenses. Include a contract or account statement.
- Increase Cost of Attendance. Include explanation with third-party documentation why an increase is needed.

The following is **REQUIRED** for **ALL** Professional Judgment Requests:

- Signed Professional Judgment Request form.
- A letter explaining your particular circumstance with as much detail as possible.
- Supporting third-party documentation to help further explain your circumstance.

By signing this form, I affirm that all information on this form and any attachments are complete and accurate to the best of my knowledge. If requested, I agree to provide documentation to support the information I have provided on this form. I understand that any false statements or misrepresentation may be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and I may be subject to a fine, imprisonment or both, under provisions of the United States Criminal Code.

Student Signature

Date

Parent Signature (if student is a dependent)

Date