

Instructions

- Your FAFSA takes a ‘snapshot’ of your family’s financial condition based on the income from 2020. If there was a significant change in your family’s income or there were unusual expenses since you filed your FAFSA the school may be able to take these circumstances into account when determining your eligibility for Federal Student Aid.
- You should only apply for a Professional Judgment when there are circumstances ***beyond the control of the family*** that significantly affect the family’s ability to contribute to the student’s educational expenses.
- Please fill out this form completely and include all requested documentation to support your appeal. **Please write your name and student ID # on all additional pages and documents submitted.**
- You must have a FAFSA on file with the Financial Aid Office and must have submitted all requested documents in order to process your appeal. To avoid unnecessary delay, submit paperwork altogether and at the same time. If your request is incomplete, it cannot be processed.
- **NOTE: Doing an adjustment to your and/or your parent’s income does not guarantee that your award eligibility will change.**

Student Information

<hr/>			A
Last Name	First Name	M.I.	CSC Banner ID
<hr/>			
Street Address (include apt no.)			City, State, & Zip Code
<hr/>			
Cell Phone (include area code)			Email Address
<hr/>			

Parent Information *(if applicable)*

<hr/>			
Last Name	First Name	M.I.	
<hr/>			
Street Address (include apt no.)			City, State, & Zip Code
<hr/>			
Cell Phone (include area code)			Email Address
<hr/>			

Reason for Adjustment

Submit a **typed explanation** about your unusual circumstances and how they affect your financial situation. The explanation must be specific and include all information relevant to your request. Attach the **typed explanation** to this form. Please **sign** this request **and** your written explanation.

Income Reduction Reason	Required Documentation
Loss/Change In Employment	<ul style="list-style-type: none"> ➤ Letter or notification from employer regarding loss of employment or change in employment status. ➤ Copy of the most recent paystub from new employer, if any. ➤ Notice of application for unemployment benefits, specifically, the Maximum Benefit Letter detailing amount received ➤ Copy of all parties' 2020 Federal Tax Return Transcript, or copy of 2020 Federal Income Tax Return with all applicable schedules and W-2's.
Separation/Divorce	<ul style="list-style-type: none"> ➤ Separation papers or agreement, or ➤ Divorce decree, or ➤ Letter from attorney stating marital status, or ➤ Proof of separate residences ➤ Copy of all parties' 2020 Federal Tax Transcript ➤ State income tax forms or W-2's showing income for all persons in 2020
Death of Parent	<ul style="list-style-type: none"> ➤ Copy of death certificate ➤ Copy of all parties' 2020 Federal Tax Transcript ➤ State income tax forms or W-2's showing income for all persons in 2020
One-time Income	<ul style="list-style-type: none"> ➤ In your Letter of Explanation include the source, amount of income, and reason the funds are not available for educational expenses ➤ Copy of all parties' 2020 Federal Tax Transcript
Medical/Dental Expenses (not covered by insurance)	<ul style="list-style-type: none"> ➤ Only amounts <i>PAID BY YOU</i> (or your parent) in 2020 should be included ➤ The amount paid must exceed 7.5% of your Adjusted gross income for 2020 ➤ Copy of all parties' 2020 Federal Tax Transcript, including Schedule A ➤ Copies of PAID receipts or copies of canceled checks
Elementary/Secondary School Tuition Payments	<ul style="list-style-type: none"> ➤ Signed statement from private school official on school letterhead regarding enrollment ➤ Billing statement from the school stating amount of tuition paid or to be paid in 2022-2023 academic year – minus any waiver, discount, or financial aid
Other (please describe)	<ul style="list-style-type: none"> ➤ Include in your Letter of Explanation all details relating to unusual circumstances ➤ Copy of all parties' 2020 Federal Tax Transcript

Income Information

Please complete entire table below. If an item does not apply, please enter “\$0,” or “n/a.” All amounts should be estimates for the full calendar year from January 1, 2022 through December 31, 2022. **You may also be requested to provide 2020 Federal Income Tax Returns with all schedules and W-2’s, if applicable.**

Income Source	Mother/Stepmother	Father/Stepfather	Student	Spouse
Gross income earned from work				
Unemployment Compensation				
Disability Benefits				
Child Support				
Taxable Social Security Benefits				
Veteran’s Non-Educational Benefits				
Other untaxed income (please describe)				
Other untaxed income (please specify)				

Certifications & Signatures

By signing this document, you agree that you have carefully read and acknowledge the statements below:

- ✓ The student and one parent (whose information was reported on the FAFSA) must sign and date.
- ✓ The student and parent both certify that all information reported on the previous pages is complete and correct to qualify for and receive Federal Student Aid at Connors State College.
- ✓ The Financial Aid Office may require and request additional documentation from the student and/or parent as necessary to satisfy requirements for the Professional Judgement Request process.

WARNING: If you purposely give false or misleading information on this document, you may be fined, be sentenced to jail, or both.

Student’s Signature
electronic signature unacceptable

Date

Parent’s Signature (*if applicable*)
electronic signature unacceptable

Date



2022 – 2023 Professional Judgement Request

CSC Office Use Only

☐ Approved Date: _____ Old EFC: _____ New EFC: _____

☐ Denied Date: _____

Reason for Denial:

Financial Aid Counselor Signature

Please return completed forms to either of our Financial Aid Offices below:

Warner Campus
Connors State College
Attn: Financial Aid
700 College Rd
Warner, OK 74469
P – 918.463.6310
F – 918.203.3535

Muskogee Port Campus
Connors State College
Attn: Financial Aid
2501 N 41st St E
Muskogee, OK 74403
P – 918.684.5485
F – 918.203.3535