

# GULF COAST STATE COLLEGE FINANCIAL AID PROFESSIONAL JUDGMENT REQUEST FORM

Your request for Professional Judgment indicates that your family has experienced a reduction in income due to a special circumstance. Your family's income must be substantially less than their prior year's income in order for a re-evaluation of your eligibility for Federal Student Financial Aid programs.

## Student Information

Name \_\_\_\_\_  
                    **First**                                    **Middle**                                    **Last**

Student ID # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_  
                    Street/P.O. Box                                    City                                    State                                    Zip

Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

1) I am requesting an adjustment in my financial aid for the following reason(s) (please check):

- a. **Deceased Parent(s) or Spouse:** must provide a statement how this changes the family income for the current year; attach a copy of the death certificate.
- b. **Divorce/Separation:** must provide a statement explaining how the expected income for the current year will change; attach a copy of divorce decree or legal separation.
- c. **Loss of Income/Unemployment:** must provide a statement giving the reason for unemployment and the last day worked along with the expected income for the current year; attach verification from the State Unemployment office of all benefits entitled to receive. Provide statement from employer.
- d. **Medical:** must provide an itemized list of all expenses not covered by insurance that you are required to pay personally; attach copies of all receipts or payments.

2) **Must provide signed copies of your** (and your spouse's if married or your parent's return if dependent) **most recent Federal income Tax Returns** including all schedules and W-2s before your adjustment request will be reviewed.

3) Return this form with a **written statement detailing your circumstances.**

\*\*\*\*Documentation, such as letters from employers, doctors, State Unemployment Office, pay stubs, etc., which supports the basis of your family's appeal must be submitted. The professional financial aid staff will review your appeal and respond to you in writing. Please allow a **minimum of ten business days for processing.**