

2020-2021 DEPENDENT PROFESSIONAL JUDGEMENT APPLICATION

P.O. Box 26170
Greensboro, NC 27402-6170
Phone: 336-334-5702
Fax: 336-334-3010
finaid@uncg.edu | http://fia.uncg.edu
Federal School Code: 002976



**UNC
GREENSBORO**
Financial Aid Office

Student Name: _____ Student ID: _____
Last First Middle
Address: _____
Street City State Zip Code

Professional Judgment Process Overview

This application is a request for a review of special circumstances that you feel may change your financial aid eligibility. Professional Judgment refers to the school's authority to make adjustments to the data elements reported on the Free Application for Federal Student Aid (FAFSA) so that the Department of Education can recalculate the Expected Family Contribution (EFC). The EFC is the number that the school uses to determine a student's eligibility for need based financial aid. The school does not have the authority to make direct adjustments to the EFC and can only change data elements that may change the EFC.

The UNCG Financial Aid Office requires that you provide certain documents to support your claim of special circumstances. The Professional Judgment process is an extensive process that requires a thorough review by a committee of senior staff to determine what, if any, changes may be appropriate based on your application. It is a time intensive process that includes the following steps:

1. A committee will meet to determine if your Professional Judgment Application meets the basic criteria for further review.
2. If the basic eligibility requirements are met, the file will then be reviewed to determine if all required documentation has been submitted. If additional documentation is required the student will be notified via UNCG email.
3. Once we have received all of the necessary documentation we will first review the accuracy of the information initially submitted on the Free Application for Federal Student Aid (FAFSA).
4. Once we have ensured the accuracy of the initial FAFSA information, we will then evaluate the Professional Judgment Application, make appropriate changes to correct the FAFSA file, and submit those changes to The Department of Education.
5. The Department of Education will then recalculate the Expected Family Contribution (EFC) and the student's eligibility for need-based aid.

PLEASE NOTE: Even if the Professional Judgment process results in a lower Expected Family Contribution, the change may not be enough to generate eligibility for need-based financial aid or an increase in the financial aid award.

Points to Remember

- Applications based on loss of employment cannot be submitted until September 1st, 2020 to allow for a more realistic adjustment to income. **You must provide the most recent documentation relative to the September 1st date.** Documents submitted prior to September 1st may be considered out of date when the review process begins. If we have to request current information, it will delay review of the file.
- Applications submitted after November 1, 2020 may (and will likely) require copies of 2020 W-2 and/or 1099 forms and may not be reviewed until a 2020 IRS Tax Return Transcript can be obtained.
- Applications submitted after March 1, 2021 must include a 2019 and a 2020 IRS Tax Return Transcript .
- **We recommend you complete your current award requirements and accept any current financial aid that you need to use to satisfy your bill.** Due to the nature of the Professional Judgment process, your request may not be completed before the payment deadline. You must pay your semester bill even if your Professional Judgment application has not been reviewed or finalized or your registration will be cancelled.
- **All documentation must be submitted within 20 business days from the date of notification** to keep the application active.

Note: The U.S. Department of Education provides in the Higher Education Amendments of 1998 a reaffirmation of the use of professional judgment in determining eligibility for federal financial aid. This provision allows for consideration of projected year income, rather than prior year income, to calculate a student's eligibility. If your parents meet a special circumstance requirement in the 2020-2021 award year, your eligibility may be recalculated using income for 2019 or expected income for 2020.

Explanation of Special Circumstances: Detailed Statement

Provide a detailed letter of explanation regarding your current situation that you are asking us to consider. Please remember to include applicable dates and any documentation supporting your circumstance. If sufficient documentation is not provided, the Professional Judgment Application will be denied due to the application being incomplete.

STEP 1: Explanation of Circumstances and Additional Required Documents

Complete the section below that corresponds to your circumstance. **NOTE the documentation required for each situation.**

| SITUATION (Check the box for your situation) | REQUIRED DOCUMENTATION (check if included) |
|---|---|
| <input type="checkbox"/> Your parent(s) had a total loss of full-time employment _____ Check here if the loss of employment was due to disability or federally designated natural disaster Name of person unemployed: _____ Their relationship to student: _____ Number of weeks parent unemployed to date: _____ For unemployment do not submit application until after Sept. 1, 2020 (see "Points to Remember" on page 1) | ___ Copy of 2019 IRS Tax RETURN Transcript * ___ Employer's written notice of termination of employment ___ Copies of most recent pay stubs for all 2020 employment ___ Document unemployment benefits & amount received ___ Document all other sources of income (taxed & untaxed) In addition (as applies): ___ Attending doctor's statement of disability ___ Document date disability/disaster caused unemployment ___ Documentation of employer disability payments ___ Documentation of Worker's Compensation |
| <input type="checkbox"/> Your parent(s) had a total loss of untaxed income or benefit. Benefit Lost: ___ Unemployment ___ Social Security ___ Child Support ___ Other: _____ Last date benefit was received: _____ | ___ Copy of 2019 IRS Tax RETURN Transcript * ___ Benefit provider's notification of loss of benefit ___ Copies of most recent pay stubs for all 2020 earnings ___ Document all other sources income (taxed & untaxed) In addition (as applies): ___ Document unemployment benefits & amount received |
| <input type="checkbox"/> You have already filed your FAFSA and since that time: ___ Your parents separated/divorced. Date: _____ ___ Your parent has passed away. Date: _____ | ___ Copy of 2019 IRS Tax RETURN Transcript * ___ Copy of student's birth certificate In addition (as applies): ___ Copy of court documented separation/divorce decree ___ Copy of parent's death certificate or obituary |
| <input type="checkbox"/> Other: _____ | ___ Copy of 2019 IRS Tax RETURN Transcript * ___ Letter of explanation regarding your situation |

How to Obtain a Tax RETURN Transcript from the IRS:
 You or your parent(s) can immediately access a Tax Return Transcript, Wage and Income Transcripts or a Verification of Non-filing Letter. The "Verification of Non-Filing" letter provides proof from the IRS that you did not file a return for the year you have selected.
 *Here is the direct link: <http://www.irs.gov/Individuals/Get-Transcript#>

STEP 2: Information Required for Review of All Special Circumstances

| Complete this section to the best of your ability to predict your 2020 income. | Father | Mother |
|---|---------------|---------------|
| Expected 2020 income earned from work | \$ | \$ |
| Expected 2020 U.S. income tax to be paid | \$ | \$ |
| Expected 2020 unemployment benefits | \$ | \$ |
| Expected 2020 other taxable income and benefits | \$ | \$ |
| Expected 2020 untaxed income and benefits | \$ | \$ |

SIGNATURE AND CERTIFICATION STATEMENT

By signing this form, I certify under penalty of perjury that the information I have reported to qualify for federal student aid is complete and accurate. I understand that purposely giving false or misleading information is a federal offense that can result in fines and/or incarceration.

I ALSO UNDERSTAND THAT:

- Additional information may be required** if this form is incomplete, if documentation is missing, unclear, or insufficient, or if additional questions arise based on the information provided.
- It can take up to two weeks** for information to be processed, and for UNCGenie to reflect changes in requirements status.

Student's Signature: _____ Date: _____
 Parent Signature: _____ Date: _____

