



# 2009-2010 Professional Judgment Request Due to Special Circumstances

Financial Aid Office

The NTC Financial Aid Office recognizes that you may have special circumstances that affect your financial situation. If you feel that your Free Application for Federal Student Aid (FAFSA) does not reflect an accurate financial picture, you may submit this request to have us review the data elements of your FAFSA. **This form may be submitted on or after July 1, 2009. Students must be admitted into a Financial Aid eligible program before submitting this form.** Average response time, approximately 3-4 weeks.

## A. Student Information

_____	_____	_____	_____
Last Name	First Name	M.I.	NTC Student ID
_____			_____
Address (include apt. no.)			Email address
_____			(      )
_____	_____	_____	_____
City	State	ZIP Code	Phone Number (include area code)

Examples of special circumstances include: a reduction in income or benefits, unusually high medical and dental expenses paid out of pocket, **dislocated worker status**, or unusual circumstances not covered in the financial aid application.

Examples of ineligible circumstances are car payments, credit card debt, medical insurance premiums, mortgages or rent, Chapter 7 personal bankruptcy, home equity loans, parents will not help pay college cost. We cannot make adjustments for these circumstances.

## B. Required Documentation – Processing this request will stop until this form & ALL Required Documents are received.

We are required under federal regulations to collect the following documentation before adjusting any data elements on your FAFSA:

- This **Professional Judgment Request Due to Special Circumstances Form (this form)**.
- **A letter that explains your special circumstances. This should be typed, well written and provide a comprehensive description of your situation. Each student must write their own letter, separate from employer documentation.**
- **Proof of Situation:** If medical or dental expenses, we need copies of payments made. If dislocated worker, we need a copy of your unemployment benefit statement, a letter from employer regarding change in employment, or benefit termination notice.
- **Submit documentation supporting the situation** you describe in your letter of explanation. (see below)

## C. Primary Reason for Adjustment – check all that apply & include date change occurred

_____	<b>Change in income due to parent/s' loss of income</b> Required documentation: Year-to-date pay stub or last pay stub from previous employer. If receiving unemployment, copy of claim showing weekly amount paid.	<b>Date change occurred:</b> _____
_____	<b>Change in income due to student's loss of income</b> Required documentation: Year-to-date pay stub or last pay stub from previous employer. If receiving unemployment, copy of claim showing weekly amount paid.	<b>Date change occurred:</b> _____
_____	<b>Dislocated Worker</b> Required documentation: Dislocated Worker Verification form and/or unemployment pay stub.	<b>Date:</b> _____
_____	<b>Divorce or Separation</b>	<b>Date change occurred:</b> _____
_____	<b>One-time income received in 2008</b> Source: _____ Required documentation: Receipt to identify non-recurring income and statement showing how funds were spent and/or invested.	<b>Amount:</b> _____

**This is a two-page/sided document.  
Both pages/sides must be completed prior to processing.**

