

**2023 - 2024
REQUEST FOR PROFESSIONAL JUDGMENT REVIEW**

Student's Name: _____ **SCCC ID#:** _____

This form allows you to provide updated information for review of your Federal Financial Aid eligibility if your family's financial situation has changed since January 1, 2021. **This form cannot be filed until 10 weeks AFTER the date of the change in your family's circumstances. Requests for Professional Judgment based on Loss of Employment will not be reviewed prior to September 30, 2023.**

- STEP 1:** The 2023/2024 Free Application for Federal Student Aid (FAFSA) must be completed prior to the completion of this application.
- STEP 2:** If selected for Federal Verification, complete and submit the appropriate 2023-2024 Verification Worksheet along with photocopies of all 2021 & 2022 income documentation if required.
- STEP 3:** Complete page 2 of this form based on the appropriate condition that best describes the change in your family's financial situation. All applicable fields must be completed. You and/or Parent must include a signed and dated statement with photocopies of all supporting income documentation for 2022 and/or 2023.

- **Death** – The student has already applied for Federal Student Aid, but since that time, there has been the death of the student's spouse or student's parent. Please provide a photocopy of the death certificate.
- **Separation and/or Divorce** – The student has already applied for Federal Student Aid, but has separated or divorced or been widowed since that time or his/her parents have separated or divorced since that time. Submit photocopy of divorce decree, detailed letter from the attorney on firm's stationery or a signed notarized statement indicating the date of separation and reason for the separation. Include photocopies of both parties driver's licenses showing separate residencies.
- **Loss of Employment** – The student and/or spouse or one of the student's parents or step-parent has lost their job in 2022/2023 or had worked full-time in 2022/2023 and now has not worked full-time for at least 10 consecutive weeks in 2023/2024. **Important Note for Dependent Students: Loss of income ONLY applies to parent and step-parent for NJ State aid.** Submit signed photocopies of parents' 2022 federal tax return including all schedules and W-2 forms or pay stubs showing Year-to-Date (YTD) earnings in 2023. Unemployment pay stubs or letter on agency stationery showing denial of benefits for 2023.
- **Loss of earnings due to Disability or Natural Disaster** – The student and/or spouse or one of the student's parents earned money in 2021, but has not been able to earn money in his or her usual way for at least 10 weeks in 2023/2024. This must have been because of either a disability or a natural disaster that happened in 2021, 2022 or 2023. **Important Note for Dependent Students: Loss of income ONLY applies to parent and step-parent.** Submit proof of disability and whether these payments are taxable or untaxed, proof of Year-to-Date (YTD) earnings, proof of disability benefits received on agency stationery. In the case of natural disaster, submit photocopies of letters on agency stationery from FEMA (Federal Emergency Management Agency), insurance company reports or police reports.
- **Loss of One-Time Income** – The student and/or spouse or one of the student's parents received income in 2021 which they cannot be expected to receive again. Submit signed, notarized statement indicating the nature of the income such as the proceeds from the sale of a home. Provide photocopies of any documentation available to support your claim.
- **Loss of Untaxed Income or Benefit** – The student and/or spouse or one or both of the student's parents received unemployment compensation or some other untaxed income or benefit in 2021 but has lost that income or benefit for at least 10 weeks in 2022 or 2023. The untaxed income or benefit must be from a public or private agency, from a company or from a person because of a court order. **Important Note for Dependent Students: Loss of income ONLY applies to parent and step-parent.** Submit photocopy of letter on agency stationery indicating benefits have been terminated.
- **Other** – Other unusual circumstances that have led to a substantial change in income from the 2021 reported income, i.e. unusual medical expenses paid that were not covered by insurance. Submit photocopies of receipts or both sides of cancelled checks showing payments made.

IMPORTANT!!!

NO CONSIDERATION FOR A CHANGE IN FAMILY CIRCUMSTANCES WILL BE GIVEN IF THIS FORM IS RECEIVED WITHOUT THE PROPER SUPPORTING DOCUMENTATION FOR 2021, 2022 or 2023. THE FINANCIAL AID OFFICE RESERVES THE RIGHT TO REQUEST ADDITIONAL DOCUMENTATION TO COMPLETE THE REVIEW OF THE PROFESSIONAL JUDGMENT REQUEST.

Student's Name: _____

SCCC ID#: _____

Parent's Name: _____

Phone #: _____

UNEMPLOYED

1. Name of Unemployed Person _____
2. Date of Unemployment _____
3. Date Unemployment Benefits Began _____
4. Weekly Amount of Unemployment Benefits \$ _____
5. Amount Earned in 20221 or 2023 prior to Unemployment \$ _____
How many weeks of Unemployment _____
6. Has the person returned to Work? Yes ___ No ___
If Yes, Enter Date _____
And Enter Gross Weekly Salary \$ _____
7. Is the Person receiving Severance Pay? Yes ___ No ___
If Yes, Enter Gross Weekly Amount \$ _____
Date Severance Began _____
Date Severance Pay will Terminate _____

LOSS OF UNTAXED INCOME OR UNEMPLOYMENT BENEFITS

The Applicant, The Applicant's Spouse, or Parent received untaxed income or unemployment benefits in 2020, but lost his/her income in 2021, 2022 or 2023.

1. Name of Person who lost Benefits: _____
2. Type of Benefits Lost _____
3. Effective Date _____
4. Total Amount to be received in 2023\$ _____

DIVORCED/SEPARATED

The Applicant or the Parents have divorced or separated after filing the Application.

1. Date of Divorce _____ or Separation _____
2. Date Payments Began _____
3. Weekly amount of Child Support received for All Children \$ _____
4. Weekly Amount of Alimony \$ _____

DIED

1. Name of Deceased Person _____
2. Date of Death _____
3. Date Social Security Benefits Began _____
4. Monthly Amount of Family's Social Security Benefits \$ _____
5. Life Insurance proceeds received or to be received \$ _____

Certification

I/We certify by signing this form that all information reported is complete and correct.

Student's Signature: _____ Date: _____

Spouse's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

DISABLED

1. Name of Disabled Person _____
2. Date of Disability _____
3. Date Worker's Compensation or Other Disability Payment Began _____
4. Weekly Amount of Worker's Compensation or Other Disability Payments \$ _____
5. These Payments are: Taxable ___ Untaxed ___
6. Amount Earned in 2022 or 2023 prior to Disability \$ _____
7. Is the Disability Permanent? Yes ___ No ___
*If Yes, indicate the monthly amount of your Family's Social Security Benefits (All Members) \$ _____
Date Social Security Benefits Began _____
*If No, Give anticipated Date of Return to Work _____ and Gross Weekly Salary \$ _____

LOSS OF ONE-TIME INCOME

The Applicant or the Parents received income in 2021 that will no longer be received in 2022 or 2023.

- 1.Type of income received: _____
- 2.Amount of income received in 2021: \$ _____
- 3.Will income be received again in 2022 or 2023: Yes ___ No ___

RETIRED

1. Name of Retired Person _____
2. Date of Retirement _____
3. Date Pension Began _____
4. Monthly Amount of Pension \$ _____
This Pension is: Taxable/ Untaxed (circle one)
5. Date Social Security Benefits Began _____
6. Monthly Amount of Family's Social Security Benefits \$ _____
7. Amount Earned in 2022 or 2023 Prior to Retirement \$ _____