

Department of Education Guidance on PJ Appeals

Section 479A of the Higher Education Act (HEA) gives Financial Aid Administrators (FAA) s the authority to make case-by-case adjustments of the data items used to calculate a student's EFC, based on adequate documentation to address current not reflected on a student's FAFSA. The thoughtful use of professional judgment may be critical to a student's ability to begin or continue with postsecondary education. When making a professional judgment adjustment to student or family income, it is appropriate for the FAA to consider if the use of prior-prior year income is the best predictor of income for the upcoming award year.

A professional judgment adjustment may be warranted if a family member experienced a significant change of income, either upward or downward.

- For example, for an individual who has lost a job or has taken a significant salary cut beginning in August 1, 2016, the FAA may use the income for the 12-month period following the reduction in income (September 2016 through August 2017) instead of the prior-prior year income (calendar 2016) that was initially used in the EFC calculation.

Alternatively, the FAA may choose to use more recent income that the FAA believes more accurately reflects the family's current financial circumstances, i.e., the student or parent moved from part-time employment to full-time employment.

The Office of Financial Aid can use their professional judgment to make adjustments on your Student Aid Report (SAR) because of unusual circumstances. You will have to provide enough documentation to support any adjustments. The Office of Financial Aid Administrator's decision as to whether or not to make changes is final and cannot be appealed to the U.S. Department of Education. Listed below are examples of circumstances for which a professional judgment might be considered at UTHSC. Other circumstances may be considered if warranted. Documentation must be attached in order for the request to be reviewed.

- If the student's EFC (Estimated Family Contribution) is already zero (0), the professional judgment will not be reviewed because the student is already eligible for the maximum federal financial aid available.
- Submission and approval of a professional judgment does not guarantee a change in student's financial aid eligibility.

Name _____
Last *First* *Middle Initial*

Address _____
City *State* *Zip*

Telephone _____ Last Four of SSN _____

Reason for Appeal

Please see the reason(s) that apply to your situation on the next page and furnish all documents requested.

By signing below, I certify that I have read the professional judgment information sheet. I also certify that all information and documentation given are accurate and true. I understand that misrepresentation of information may result in repayment of federal and state financial aid received. Faxes are not acceptable. This document requires actual signatures. Please sign and submit to the Financial Aid Office by mail, email or in person.

University of Tennessee Health Science Center | <http://www.uthsc.edu/>

Professional Judgment Appeal 2018-2019

Please include all 2016 US Income tax documents and appropriate 2018-2019 Verification Worksheet in addition to the required documentation below. Tax transcripts must be signed. If not, they will be held for a signature.

Reason for Professional Judgment Appeal and Required Documentation

Cost of Attendance Adjustment Request

Academic Year

Fall 20_____ Spring 20_____ Summer 20_____

Your Cost of Attendance (COA) for the year is based on actual tuition and fee charges, instrument leasing fees if applicable to your curriculum, and allowances for:

- Books (as determined by your school)
- Required health insurance
- Transportation costs (this does not include auto payments or insurance)
- Room and board (for a single student in an average cost one-bedroom apartment)
- Miscellaneous expenses (such as uniforms and school supplies)

Additional allowances may be authorized to increase your COA for items such as (please indicate the category which applies to your current situation):

Child Care Expenses (for Independent Students)

If you must incur additional expenses for the care of a dependent child(ren) during class time, study time, clerkships, commuting time, or other education related activities, you may request that your cost of attendance budget be increased.

I will pay \$ _____ per month, for child care expenses for the children listed below, during the term in which I will be enrolled at UT Health Science Center. The child(ren) must have been included as part of your household in your current FAFSA.

Childs' Name Age Child's Name Age _____

Childs' Name Age Child's Name Age _____

Childs' Name Age Child's Name Age _____

If approved, the standard allowance for child care is \$440 per month of enrollment for all children in the household. However, if you would like to be considered for an increased amount, you must provide an official recent billing statement with a least one month of child care payment under the student's name from the child care facility.

Vehicle Repairs

The repair cannot be for general maintenance. It must be for emergency repair only. You will need to have the car repaired first and then submit the following documentation with this application.

1. A signed statement explaining the type and necessity of the repair.
2. A copy of the paid receipt showing the amount of the repair. The receipt must be in the student's name and actually paid by the student.

Laptop Computer/Personal Computer/ Tablet (Does not apply if this expense already included in COA)

Only one device is allowed per enrollment. You will need to purchase the device first and then submit the following documentation with this application.

1. A copy of the paid receipt showing the total amount paid. The receipt must be in the student's name and actually paid by the student.

Allowance for One Time Professional License or Certificate Does not apply if this expense already included in COA.

An allowance for the one-time direct costs of obtaining a first professional license or certificate for students who are enrolled in a program that requires such professional licensures or certification, this allowance may only be provided one time per student per eligible academic program.

The student must incur the cost during (not after) a period of enrollment, even if the exam is taken after the end of the period. Examples of allowable cost include fees charged to take the licensing exam or costs of applying for and obtaining the license. You will need to pay for the exam then submit the following documentation with this application.

1. A copy of the paid receipt showing the total amount paid for the exam and the date of the exam. The receipt must be in the student's name and actually paid by the student.

Tuition & Fees for Concurrent Enrollment at Another Institution

If your current program of study requires you to take courses at another institution, please provide the following:

1. An itemized tuition and fee account statement reflecting the account paid in full, the term, classes, school's name, and student's name. The receipt must be in the student's name and actually paid by the student.
2. Documentation indicating the courses are required by the current program of study (this requirement does not apply to MD/MPH).

Non-Resident Tuition

Tuition is billed at the Non-Resident. Your request to adjust the budget to include non-resident tuition will be evaluated after census date of the current term. If you are subsequently charged in-state tuition after this request is processed, your cost of attendance will be re-adjusted and you will become responsible for any over-awards created.

Other Educational Related Expenses (see page 5-7 for additional examples)

Please explain in detail your **unusual** circumstances/ expense and please provide a paid receipt showing the total amount paid. The receipt must be in the student's name and actually paid by the student. If more space is needed, attach a separate page with your name and ID number at the top.

The following budget increase requests will not be considered:

- Costs associated with the purchase or lease of a new vehicle
- Consumer related debts, i.e., credit card balances
- Costs associated with furnishing off-campus housing
- Preparatory course expenses
- Moving or relocation costs

Signature Box

Please increase my student loans if I have remaining eligibility to cover this cost of attendance adjustment.

By signing this budget request, I certify that all the information is complete and correct. I understand that I may be asked to provide additional information during the review of this request. You will be notified via email of the committee's decision.

Student's Signature: _____ Date: _____

For Financial Aid Office Committee use only:

Approved: ___ Denied: _____

Notes: _____

Reviewed by _____ Date _____

Reviewed by _____ Date _____

Examples of Other Extenuating Circumstances

1. A parent of a dependent student has been unemployed for at least 10 consecutive weeks in 2017 or 2018.

- A statement from parent indicating the date, on which he/she became unemployed, the situation that led to the unemployment and any prospects he/she might have for employment in the near future.
- Verification of unemployment income or employment office denial of unemployment funds on official letterhead.
- Documentation of all earned income from January 1, 2017 or 2018 to present. This documentation could be in the form of the latest check stub indication "year-to-date" earnings or a statement on official letterhead from previous employer(s) verifying 2017 or 2018 earnings.
- Documentation of all other anticipated income the parent might have received or anticipates receiving from January 1 to December 31, 2017 or 2018, both earned and untaxed.
- Signed copy of parents' 2016 Federal Tax transcript (1040, 1040A, or 1040EZ) or actual tax returns including copies of W-2 forms.

2. The death of a parent after a dependent student has filed the 2018-2019 Free Application for Federal Student Aid (FAFSA).

- Signed copy of parents' 2016 Federal Tax transcript (1040, 1040A, or 1040EZ) or actual tax returns including copies of W-2 forms
- Copy of death certificate.

3. Divorce (or pending divorce) of parents after a dependent student has filed the 2018-2019FAFSA.

- Copy of official divorce decree (must be signed by a judge) or attorney statement of pending divorce.
- Signed copy of parents' 2016 Federal Tax transcript (1040, 1040A, or 1040EZ) or actual tax returns including copies of W-2 forms.
- Statement from parent with whom student resides (or parent contributing to more than half of student's support) indicating any additional income that parent will receive in 2017 or 2018 because of the divorce. Included would be such things as child support, alimony, ex-spouse's making house payment, etc.

4. A parent of a dependent student has lost the job that he/she held in 2016 and is now employed in a lower paying position.

- Statement from parent describing the situation that led to the loss of the first job, the date he/she started working at the current job and how much he/she anticipates earning in 2017 or 2018.
- Statement from parent's current employer on official letterhead verifying when he/she started working, average number of hours working per week, rate of pay, and amount earned from January 1, 2017 or 2018 to present.

- Documentation of all other 2017 or 2018 income that parent might have received or anticipates receiving (from January 1 to December 31, 2017 or 2018, both earned and untaxed. This documentation could include the last check stub indicating “year-to-date” earnings statement on official letterhead from the previous employer(s) and, if applicable, verification of unemployment income or employment office denial of unemployment funds on official letterhead.
- Signed copy of parents’ 2016 Federal Tax transcript (1040, 1040A, or 1040EZ) or actual tax returns including copies of W-2 forms.

5. Parent(s) of dependent student had taxed or untaxed income in 2016 (Social Security, child support, alimony, unemployment, etc.) that has ceased.

- Statement from parents stating what the income was and why it ceased.
- Verification of the 2016 taxed/untaxed income on official letterhead.
- Verification from the source (on official letterhead) of the taxed/untaxed income documenting the date on which it ceased and the amount received in 2016.

6. An Independent student/spouse or Dependent student has been unemployed for at least 10 consecutive weeks in 2017 or 2018.

- Statement from student indicating the date that he/she (or spouse) became unemployed, the situation that led to the unemployment, and any prospects there might be for employment in the near future.
- Verification of unemployment income or employment office denial of unemployment funds on official letterhead.
- Documentation of any earned income from January 1, 2017 or 2018 to present to present. This documentation could be in the form of the latest check stub indicating “year-to-date” earnings or a statement on official letterhead from previous employer(s) verifying 2017 or 2018 earnings.
- Documentation of all other anticipated income the student (or spouse) might have received or anticipates receiving from January 1 to December 31, 2017 or 2018 both earned and untaxed.
- Signed copy of parents’ 2016 Federal Tax transcript (1040, 1040A, or 1040EZ) or actual tax returns including copies of W-2 forms.

7. The death of a spouse after an independent student has filed the 2018-2019 FAFSA.

- Signed copy of parents’ 2016 Federal Tax transcript (1040, 1040A, or 1040EZ) or actual tax returns including copies of W-2 forms.
- Copy of death certificate.

8. The divorce (or pending divorce) of an independent student who has already filed the 2018-2019 FAFSA.

- A judge (must sign copy of official divorce decree) or attorney statement of pending divorce.
- Signed copy of parents’ 2016 Federal Tax transcript (1040, 1040A, or 1040EZ) or actual tax returns including copies of W-2 forms.
- Statement from student indicating any additional income he/she will receive in 2017 or 2018 because of the divorce. Included would be such things as child support, alimony, ex-spouse’s making house payment, etc.

9. An Independent student/spouse or Dependent student lost the job that he/she held in 2016 and is now employed in a lower paying position.

- Statement from student describing the situation that led to the loss of the first job, the date he/she started working at the current job, and how much he/she anticipates earning in 2017 or 2018.
- Statement from student’s (or spouse’s) current employer on official letterhead verifying when he/she started working, average number of hours working per week, rate of pay, and the amount earned from January 1, 2017 or 2018 to present.

- Documentation of all other 2017 or 2018 income the student (or spouse) might have received or anticipates receiving from January 1 to December 31, 2017 or 2018, both earned and untaxed. This documentation could include the last check stub indicating “year-to-date” earnings statement on official letterhead from the previous employer(s), and if applicable, verification of unemployment income or employment office denial of unemployment funds on official letterhead.
- Signed copy of parents’ 2016 Federal Tax transcript (1040, 1040A, or 1040EZ) or actual tax returns including copies of W-2 forms.

10. An Independent or Dependent student had taxed or untaxed income in 2016 (Social Security, child support, alimony, unemployment, etc.) that has ceased.

- Statement from student stating what the income was and why it ceased.
- Verification of the 2016 taxed/untaxed income on official letterhead.
- Verification from the source (on official letterhead) of the taxed/untaxed income documenting the date on which it ceased and the amount received in 2016.

11. An Independent student/spouse or Dependent student was working full time in 2016 but is only working part time now.

- Statement from student stating why he/she (or spouse) is only working part time, the date the change took place, and how much he/she anticipates earning in 2017 or 2018.
- Statement from student’s (or spouse’s) current employer on official letterhead verifying when he/she went to part time, average number of hours working per week, rate of pay, and amount earned from January 1, 2017 or 2018 to present.
- Documentation of all other 2017 or 2017 income the student (or spouse) might have received or anticipates receiving from January 1 to December 31, 2017 or 2018, both earned and untaxed.
- Signed copy of parents’ 2016 Federal Tax transcript (1040, 1040A, or 1040EZ) or actual tax returns including copies of W-2 forms.