



2025-26 Professional Judgement Unusual Circumstances Form

Clark State College is required to consider parent information when determining financial aid eligibility for students who are not independent according to the Free Application for Federal Student Aid (FAFSA) dependency definitions. Exceptions to this requirement are made only when adequate documentation of extenuating circumstances exist.

SECTION A: STUDENT INFORMATION

Name: _____ Student ID Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____

SECTION B: STUDENT'S STATEMENT

Submit the following:

- Attach a detailed statement explaining the circumstances of your appeal. If your history includes legal intervention, include the dates of those actions as well as the nature of those events.

SECTION C: DOCUMENTATION MAY INCLUDE

- Attach a notarized statement from an adult who can verify the family circumstances described in your personal statement. The letter can be from a friend or family who can verify your situation.
- Attach a signed letter on letterhead from an adult professional who is able to verify your situation in their professional capacity and who is not personally connected to you. Adult professionals include clergy members, attorneys, school guidance counselors, medical doctors, mental health professionals, teachers, professors, law enforcement officers, professional staff of Children Services Bureaus and other officers of the court. Court documentation (applicable to the situation described) may be considered of a statement from an adult professional.
- If you are submitting an appeal due to a death of a parent, attach a copy of the death certificate.
- If you are submitting an appeal due to incarceration, attach proof of parent's incarceration.
- If you are submitting an appeal due to parental incapacitation, attach a letter from the parent's doctor explaining the parent's condition.

NOTE: All letters should explain the situation in detail.

☐ Check this box if you are unable to provide additional documentation.

SECTION D: VERIFICATION

If your 2025-2026 FAFSA is selected for verification, you will be notified through your student email of documents you need to submit for the verification process.

SECTION E: CERTIFICATION STATEMENT

I certify that all of the information on this form and accompanying documents are true and complete to the best of my knowledge. Furthermore, I affirm that I have not knowingly or intentionally provided any false or fraudulent documentation.

Student Signature: _____ **Date:** _____

Acceptable signature formats include hand-written signatures, signatures made using a stylus or finger or an image representation of your signature.

For FA Office use only.

Interview with student required: ☐ Yes ☐ No

Interview Notes:

Appeal approved? ☐ Yes ☐ No If not, why?

Signature of authorized school official: _____ Date: _____

MAIL FORM TO:

Clark State College, Financial Aid Office
570 E. Leffel Lane, Springfield, Ohio 45505
financialaid@clarkstate.edu • 937-328-6034