



Professional Judgement Appeal Form

Financial Aid

Clark State College is required to consider review all requests for adjustment based on special or/ and unusual circumstances. Financial aid for the 2023-2024 award year is based on 2021 income. If you and/or your family have had a significant change in your financial situation during 2021 or 2022, you may request to have your financial aid re-evaluated. Unusual Circumstances refers to conditions that justify an aid administrator making an adjustment to a student's dependency status.

SECTION A: STUDENT INFORMATION

Name: _____ Student ID Number: _____

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

Primary Phone: _____

Please allow 1-2 weeks for our response. Please note that all decisions are final. All Professional Judgment requests must complete the FAFSA, and verification process if selected by submitting all required verification papers along with copies of 2021 Federal tax return and W-2 information. Additional documentation may be requested.

SECTION B: REASON FOR REQUEST

Please check your reason(s) below and submit documentation that supports your appeal request. See below for required documentation.

- Dependency status override: Dependency Status: Submit a detailed letter explaining your relationship with your parent(s) and submit a copy of all documents that support the claims in your letter. Also include two (2) signed additional letters of support from NON-relative third parties that knows the students situation... such as a teacher, counselor, medical authority, member of the clergy, prison administrator, government agency or court that can confirm the statements in your letter of explanation. The letters of support should also include how they know you, how long they have known you, and contact information.
- Loss of income or change in source of income (Check all that apply): Parent Student Student's Spouse
Loss or significant change in income: Parent/Student/Student's Spouse: Submit proof of prior-year income and current-year expected income. If there is a loss of income, submit proof of reason for and date of income loss such as unemployment form. Include most recent paystub(s) and letter from employer(s).
- Medical and dental expenses not covered by insurance: Excessive medical and dental expenses: Submit proof of actual medical and dental payments made in the prior year and the current year that were not reimbursed by insurance.
- Death of parent/spouse: Submit a copy of the death certificate and surviving parent's or student's expected current-year income.
- Divorce or separation (Please Check One) Parent Student: Submit a copy of the divorce decree or a letter of separation from court or lawyer. Include the current-year expected income of the student, if independent, and/or the custodial parent for dependent students.
- Other extenuating circumstances: Submit a letter explaining your special circumstances. Submit as much documentation as possible to support your reason for requesting consideration. Attach a separate sheet of paper if necessary.

SECTION C: 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: _____

Parent Signature *(if parent information is provided)*: _____ Date: _____

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

FOR OFFICE USE ONLY

Approved Denied Reviewed by: _____ Date: _____

Reason: