

Maysville Community & Technical College
Request for Professional Judgment -- RECALCULATION

If your, and/or your spouse, or parent's (if applicable) financial situation has changed significantly since you filed for financial aid for the 2016-2017 year, you may qualify for a recalculation of your federal Financial Aid eligibility.

Your request will be reviewed and judged based upon circumstances and documentation provided. All requests for professional judgment (recalculation) will be accepted after 6/1/2016. A typed letter must accompany the supporting documentation and this completed form.

Circumstances that may be considered include, but are not limited to, the following:

- Income earned in 2015 has significantly changed in 2016 for you and/or your spouse or parent (if applicable).
- Significant change or loss in non-taxable income (ex. child support, social security, welfare, etc.)
- Received unemployment compensation for 2015 and have lost benefits in 2016.
- Out of pocket medical expenses that have already been paid by you and/or your spouse or your parent (if applicable) that exceeds 7.5% of your Adjusted Gross Income.
- Have experienced a significant change in your financial situation (and/or spouse or parent if applicable) that did not result from one of the above listed conditions. Must clearly define circumstances in typed letter of request with supporting documentation at request for recalculation.

Request for recalculation will not be considered on reoccurring costs such as standard living expenses (ex. credit card expenses, utilities, etc.) or for a student (and/or spouse or parent if applicable) who voluntarily quit their job.

Review this form indicating the following documentation to be submitted to request a recalculation of financial aid for the 2016-2017 academic year. Check all that apply. Your documentation must support the circumstances outlined in your typed letter of request.

1. ___ 2015 Federal Income Taxes – form 1040 or equivalent.
2. ___ Paycheck stubs to verify all income received in 2015.
3. ___ 2015 unemployment Compensation Income Verification.
4. ___ A letter from the student explaining the request for a recalculation of Financial Aid.
5. ___ A letter from the student's (and/or spouse or parent if applicable) present employer verifying employment.
6. ___ Any additional supporting information.

The Office of Financial Aid may request additional documentation. That request will be made via your school email.

You will be notified regarding approval/denial of your request. If approved, this notification will instruct you on how to schedule an appointment with a Financial Aid Counselor to finalize the paperwork for your changes.

Due to the detailed nature and time consuming process required for recalculations, it is necessary for you to make financial arrangements to pay your tuition and books. Please do not count on this process being completed before your deadline for payment.



Student Financial Aid
 Maysville Community &
 Technical College
 1755 U.S. Highway 68,
 Maysville, Kentucky 41056

**Recalculation Request
 2016-2017**

Office Use Only Date _____
 Approved _____ Denied _____

If you, your spouses, and/or your parent's financial situation have changed significantly since you filed for student financial aid for the 2015-2016 academic year, you may provide additional information and documentation. Information from this form, from your 2014-15 file and from supporting documentation will be used to determine if eligibility for financial aid can be recalculated. Personnel from the Office of Financial Aid will exercise professional judgment to consider this request.

Student Permanent Address: City, State, Zip:	_____	SSN: ID #: Phone: Birthday:	_____
	_____		_____
	_____		_____
	_____		_____

INDEPENDENT STUDENTS – parent information is not required. List the people in YOUR household. Include yourself, your spouse if you have one, and your children IF you provide more than ½ of their support.

DEPENDENT STUDENTS – parent information IS required. List the people in your PARENTS HOUSEHOLD. Include yourself, your parent/stepparent (even if you don't live with them), and your parent/stepparent's children who live with them. Also include any parent/stepparent's children who do not live with them IF they provide ½ of their support.

I. Check the appropriate condition (A, B, C, D, E, or F) under which you are requesting a reevaluation of your financial aid eligibility for the 2015-2016 academic year.

- A. Either you, your spouse, or a parent (if required) who earned money in 2015 has lost his or her job in 2016
- B. Either you, your spouse, or a parent (if required) who earned money in 2015 has been unable to earn money in his or her usual way. This must be the result of either a disability or a natural disaster that happened in 2015 or 2016.
- C. Either you, your spouse, or a parent (if required) who received unemployment compensation or some untaxed income or benefit in 2015 but has completely lost that income or benefit in 2016. 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. (Don't include loss of veteran's education benefits.) Untaxed income and benefits include things like:
 - Welfare Benefits
 - Untaxed retirement or disability benefits
 - Temporary Aid to Needy Families (TANF)
 - Social Security Benefits (including Supplemental Security Income)
 - Court-ordered child support
- D. You have already applied for Federal student aid and since that time, you or your parents (if required) have separated or divorced.
- E. You have already applied for Federal student aid and since that time, a spouse or parent (if required) has died. Age of surviving parent _____
- F. You, your spouse, or a parent (if required) has experienced a significant change in financial situation that did not result from one of the above conditions. Clearly define the changes in financial circumstances in writing and attach it to this completed form. Provide full documentation to support your request for re-evaluation of the financial situation.

II. List the people in your household for 2016-2017. Include parents, student, other dependent children and other people if they now live with and receive more than half of their support from the student or student's parents from July 1, 2016 through June 30, 2017.

Full Name	Age	Relationship to student	College	Will be enrolled at Least Half Time?
<i>(example) Missy Jones</i>	<i>24</i>	<i>Wife</i>	<i>City University</i>	<i>(Yes or No)</i>
		SELF	Maysville Com & Tech College	

Parent's Marital Status (if required): Married _____ Divorced _____ Separated _____ Widowed _____ Single _____

PLEASE COMPLETE OTHER SIDE

Note: If parent was separated, divorced, single or widowed and has remarried, all income and financial data for the new parent and stepparent must be furnished.

2015 ANTICIPATED TAXABLE INCOME

Expected 2016 income to be earned by student and spouse.	STUDENT \$	SPOUSE \$
Expected 2016 income to be earned by father or stepfather (if required).		\$
Expected 2016 income to be earned by mother or stepmother (if required).		\$
Expected 2016 other taxable income.		\$
Add all amounts. This is your (and/or) your parent(s) expected 2016 ADJUSTED GROSS INCOME (calendar year).		\$

Expected 2016 UNTAXED income or benefits

Social Security Benefits	\$
Aid to Families with Dependent Children (AFDC)	\$
Child support RECEIVED for all children	\$
Other untaxed income and benefits	\$
Child support paid for 2016.	\$

PLEASE SUBMIT A COPY OF YOUR LAST PAY STUB AND PROVIDE DOLLAR AMOUNT OF UNEMPLOYMENT RECEIVED

	THIS SECTION FOR OFFICE USE ONLY	
2015 Income Tax (from 2015 table)		\$
Adjusted Gross Income from line D.		\$

Your, your spouse, &/or your parent(s), stepparent(s) – if required – assets

A. Total amounts parents have today in cash, savings accounts, checking accounts.	\$
B. Real estate and investments (do NOT include home):	
1) What are they worth today?	\$
2) What is owed to them?	\$
C. Business:	
1) What is your share worth today?	\$
2) What is owed on your share?	\$
D Farm:	
1) What is your share worth today?	\$
2) What is owed on your share?	\$
1) Is the family living on the farm? Yes ____ No ____	

An explanation of significant change in financial situation and documentation to support explanation must be attached to this form or request will not be considered.

CERTIFICATION

All of the information on this form is true and complete to the best of our knowledge. If asked by an authorized official, we agree to give proof of the information that we have given on this form. We realize that this proof may include a copy of U.S. or state income tax returns. We also realize that if we do not give proof when asked, this request will not be considered.

Student Signature: _____

Parent Signature: _____