

Maysville Community & Technical College
Higher Education Begins Here

Request for Professional Judgment

RECALCULATION

If the student's (and/or spouse, parent if applicable) financial situation has changed significantly since he/she filed for student financial aid for the 2012-2013 year, they may qualify for a recalculation of their Student Financial Aid Eligibility.

Each request will be reviewed on a case-by-case basis depending upon circumstances and documentation provided. All requests for professional judgment due to the recalculation will not be considered before 6/1/2012 for the 2012-2013 academic year. A typed letter must be submitted along with the supporting documentation and this completed form.

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

- Income earned in 2011 has significantly changed in 2012 for the student (and/or spouse or parent if applicable).
- Change or loss in non-taxable income (ex. child support, social security, welfare, etc.)
- Received unemployment compensation for 2011 and have lost benefits in 2012.
- Out of pocket medical expenses that have already been paid by student (and/or spouse or parent if applicable) that exceeds 7.5% of 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/professional judgment will not be considered on re-occurring costs such as standard living expenses (ex. credit card expenses, utilities, etc.) or a student (and/or spouse or parent if applicable) who voluntarily quits their job.

Review this form indicating the following documentation to be submitted to request a recalculation of financial aid for the 2012-2013 academic year.

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DOCUMENTATION NEEDED FOR RECALCULATION REQUESTS
FOR THE 2012-2013 ACADEMIC YEAR

1. 2011 Federal Income Taxes – form 1040 or the equivalent.
2. Paycheck stubs to verify all income received in 2012.
3. 2012 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.

In order to render a decision for recalculation and/or professional judgment of financial aid eligibility, additional documentation may be requested by a Financial Aid Counselor.

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 and/or professional judgments, it is necessary for you to make financial arrangements to pay your tuition and books. Please do not count on this process being completed to your deadline for payment.

If your, your spouses, and/or your parent's financial situation have changed **significantly** since you filed for student financial aid for the 2012-2013 academic year, you may provide additional information and documentation. Information from this form, from your 2012-13 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	_____	SSN:	_____
Permanent	_____	ID #:	_____
Address:	_____	Phone:	_____
City, State, Zip:	_____	Birthdate:	_____

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 2012-2013 academic year.

- A. Either you, your spouse, or a parent (if required) who earned money in 2011 has lost his or her job in 2012
- B. Either you, your spouse, or a parent (if required) who earned money in 2011 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 2011 or 2012.
- C. Either you, your spouse, or a parent (if required) who received unemployment compensation or some untaxed income or benefit in 2011 but has completely lost that income or benefit in 2012. 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 veterans 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 his/her financial situation that did not result from one of the above listed conditions. Clearly define the changes in financial circumstances in writing and attach it to this completed form. Return the forms to this office. Provide full documentation to support your request for re-evaluation of the financial situation.

II. Complete the following questions concerning 2012-2013 regardless of your response in Section I.

Write in the total number of people the student and spouse will support from July 1, 2012 through June 30, 2013. 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's parents.

Number of family members in 2012-2013: _____ Number of college students in 2012-2013 _____
(include all full-time and at least ½-time students)

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

If parents are separated or divorced, with which parent has the student applicant lived most in the last 12 months?

Mother _____ Father _____ Has that parent remarried? _____ Age of parent reported _____

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.

2012 ANTICIPATED TAXABLE INCOME

A. Expected 2012 income to be earned by student and spouse.	<u>STUDENT</u>	<u>SPOUSE</u>
	\$	\$
B. Expected 2012 income to be earned by father or stepfather (if required).		\$
C. Expected 2012 income to be earned by mother or stepmother (if required).		\$
D. Expected 2012 other taxable income.		\$
E. Add the amounts for A, B., and C. This is your parent(s) expected 2012 ADJUSTED GROSS INCOME (calendar year).		\$

E. Expected 2012 UNTAXED income or benefits

1) Social Security Benefits	\$
2) Aid to Families with Dependent Children (AFDC)	\$
3) Child support RECEIVED for all children	\$
4) Other untaxed income and benefits	\$
F. Child support paid for 2012.	\$

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

THIS SECTION FOR OFFICE USE ONLY

G. 2011 Income Tax (from 2011 table)	\$
H. 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 _____	

Explanation of Significant Change in Financial Situation (attach additional information if required)

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:** _____