

**Professional Judgment Form**

2017-2018 Academic Year

Office of Financial Aid

Adrian College, 110 S. Madison St. Adrian, MI 49221

Fax: 517-264-3394



*Adrian College*

**Student Information**

|                                     |              |        |               |
|-------------------------------------|--------------|--------|---------------|
| Last name                           | First name   | Middle | Date of Birth |
| Street Address – City – State – Zip |              |        |               |
| Home Phone #                        | Cell Phone # | Email  |               |

**Please check the most appropriate circumstance(s) below:**

|                          |                                    |                          |   |
|--------------------------|------------------------------------|--------------------------|---|
| <input type="checkbox"/> | Parent / Spouse Loss of Employment | <input type="checkbox"/> | Parent / Spouse Loss of Income / Retirement |
| <input type="checkbox"/> | Student Loss of Employment         | <input type="checkbox"/> | Student Loss of Income / Retirement         |
| <input type="checkbox"/> | Death of a Family Member           | <input type="checkbox"/> | Divorce / Separation                        |
| <input type="checkbox"/> | Disability of Student              | <input type="checkbox"/> | Disability of Parent / Spouse               |
| <input type="checkbox"/> | Excessive Medical Expenses         | <input type="checkbox"/> | Collection of Non-Reoccurring Income        |
| <input type="checkbox"/> | Dependency Status Appeal           | <input type="checkbox"/> | Other                                       |
| Other:                   |                                    |                          |   |

**DOCUMENTATION IS REQUIRED FOR ALL PROFESSIONAL JUDGMENT SITUATIONS!!!**

1. Please include a letter describing your unique situation.
2. Copies of student and parent 2015 IRS Tax Transcript(s), 2015 W-2 forms, and Standard Verification Worksheet.
3. Also, include any third party documents to substantiate your request.
  - a. *For example, Death Certificate, divorce or separation document, employment termination letter, last pay stub reflecting YTD earnings, disability claim, physician statement, etc .*

**Reminder:** By submitting this paperwork, there is the possibility that the student may have their current financial aid increased, decreased or it may remain the same. A Professional Judgment is completed in an attempt to accurately reflect a student and/or family’s current financial situation. Additionally review of submitted documents may take 30 days from the time all required documentation is correctly submitted.

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PARENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_



**C. STUDENT INCOME INFORMATION**

1) **TAX RETURN FILERS**—Important Note: If at any time an amended 2015 IRS tax return is filed, the student must contact the financial aid administrator before completing this section.

**THE STUDENT HAS FILED TAXES AND has used the IRS Data Retrieval Tool in FAFSA on the Web** to retrieve and transfer 2015 IRS income information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.

**THE STUDENT HAS FILED TAXES AND is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web**, and the student is submitting to the school a 2015 IRS tax return transcript—

*Students & parents should first log back into the current year FAFSA and attempt to use the Data Retrieval Tool, if unsuccessful please:*

- visit [www.irs.gov](http://www.irs.gov) and request a tax return transcript;
- or call 1-800-908-9946 to request a 2015 Tax Return Transcript;
- or download the IRS2GO app and have your 2015 Tax Return Transcript mailed to the address provided on your taxes.

2) **TAX RETURN NONFILERS**—complete this section if the student is **not required** to file a 2015 income tax return with the IRS.

**The student was not employed and had no income earned from work in 2015.**

**THE STUDENT DID NOT FILE TAXES and was employed in 2015.** List below the names of all the student’s employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form.*

| Employer’s Name                        | 2015 Amount Earned         | IRS W-2 Attached?   |
|--|----------------------------|---------------------|
| <i>Suzy’s Auto Body Shop (example)</i> | <i>\$2,000.00(example)</i> | <i>Yes(example)</i> |
|  |                            |                     |
|  |                            |                     |

**D. PARENT INCOME INFORMATION (Dependent Students Only)** - Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1) **TAX RETURN FILERS**—Important Note: If at any time an amended 2015 IRS tax return is filed, the parent/student must contact the financial aid administrator before completing this section.

**THE PARENT(S) HAS FILED TAXES AND has used the IRS Data Retrieval Tool in FAFSA on the Web** to retrieve and transfer 2015 IRS income information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student’s school will use the IRS information that was transferred in the verification process.*

**THE PARENT(S) HAS FILED TAXES AND is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web**, and the student is submitting to the school a 2015 IRS tax return transcript—

*Students & parents should first log back into the current year FAFSA and attempt to use the Data Retrieval Tool, if unsuccessful please:*

- visit [www.irs.gov](http://www.irs.gov) and request a tax return transcript;
- or call 1-800-908-9946 to request a 2015 Tax Return Transcript;
- or download the IRS2GO app and have your 2015 Tax Return Transcript mailed to the address provided on your taxes.

2) **TAX RETURN NONFILERS**—complete this section if the Parent is **not required** to file a 2015 income tax return with the IRS.

**The parent(s) was not employed and had no income earned from work in 2015.**

**THE PARENT(S) DID NOT FILE TAXES and was employed in 2015.** List below the names of all the parent’s employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued by employers. *List every employer even if they did not issue an IRS W-2 form.*

| Employer’s Name                        | 2015 Amount Earned          | IRS W-2 Attached?    |
|--|-----------------------------|----------------------|
| <i>Suzy’s Auto Body Shop (example)</i> | <i>\$2,000.00 (example)</i> | <i>Yes (example)</i> |
|  |                             |                      |
|  |                             |                      |

**E. CERTIFICATION AND SIGNATURES**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **The student and one parent (dependent students) must physically sign and date (electronic signatures will not be accepted).**

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Spouse Signature

\_\_\_\_\_  
Date

***Submit this worksheet to the Office of Financial Aid at Adrian College.***

***You should make a copy of this worksheet and all submitted documentation for your records.***