

Professional Judgment Form

2018-2019 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 2016 IRS Tax Transcript(s), 2016 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 2016 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 2016 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 2016 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 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 2016.

THE STUDENT DID NOT FILE TAXES and was employed in 2016. List below the names of all the student’s employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 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	2016 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 2016 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 2016 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 and request a tax return transcript;
- or call 1-800-908-9946 to request a 2016 Tax Return Transcript;
- or download the IRS2GO app and have your 2016 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 2016 income tax return with the IRS.

The parent(s) was not employed and had no income earned from work in 2016.

THE PARENT(S) DID NOT FILE TAXES and was employed in 2016. List below the names of all the parent’s employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 IRS W-2 forms issued by employers. *List every employer even if they did not issue an IRS W-2 form.*

Employer’s Name	2016 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.