Professional Judgment Form

2018-2019 Academic Year Office of Financial Aid Adrian College, 110 S. Madison St. Adrian, MI 49221 Fax: 517-264-3394



Student Information

Last na	me	First name		Middle	Date of Birth	
Street A	Address – City – S	State – Zip			-L	
Home Phone # Cell Phone #			Email			
Please	check the most	appropriate circums	tance(s) below:		
	Parent / Spouse Loss of Employment			Parent / Spouse Loss of Income / Retirement		
Student Loss of Employ		s of Employment		Student Loss of Income / Retirement		
	Death of a Family Member			Divorce / Separation		
	Disability of Student			Disability of Parent / Spouse		
		ledical Expenses		Collection o	f Non-Reoccurring Income	
	Dependenc	y Status Appeal			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						
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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 <u>all required documentation</u> is correctly submitted.						
submitte	ed documents may	take 30 days from the t	ime <u>all r</u>	<u>equired documenta</u>	tion is correctly submitted.	
STUDE	NT SIGNATURE				DATE	
PAREN	T SIGNATURE				DATE	



Standard Verification Worksheet (V1)

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. If there are differences, your FAFSA information may need to be corrected. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

Student First Name	Student Last N	ame	Student Middle Name	
Student ID#	Student Street Address (include apt. no.)			
Student Date of Birth	City	State	Zip Code	
	 Student Home Phone Number		Student Cell Phone Number	

B. STUDENT HOUSEHOLD INFORMATION

Read carefully and complete each column! Write the names of the household members who will meet the following criteria from July 1, 2017 to June 30, 2019.

- Yourself, even if you don't live with your parent(s)
- Your parent(s), including stepparent, in this household
- Your parents' other children in this household if your parents will provide more than half their support
- Other people: list only if they now live with the parents listed below and will continue to live with them through June 30, 2018 and your parents are providing more than half their support

Full Name	Date of Birth	Relationship	Will this household member attend college at least half-time? If yes, please list college below.	
	/ /	Self	Adrian College	
	/ /	☐ Parent ☐ Step-parent ☐ Other	Parents and/or Step-parents – Do Not Complete	
	/ /	☐ Parent ☐ Step-parent ☐ Other	Parents and/or Step-parents – Do Not Complete	
	/ /	☐ Sibling ☐ Other	□ No □ Yes Name of College:	
	/ /	☐ Sibling ☐ Other	□ No □ Yes Name of College:	
	/ /	☐ Sibling ☐ Other	☐ No ☐ Yes Name of College:	
	/ /	☐ Sibling ☐ Other	☐ No ☐ Yes Name of College:	
	/ /	☐ Sibling ☐ Other	□ No □ Yes Name of College:	
	/ /	☐ Sibling ☐ Other	□ No □ Yes Name of College:	

Stu	dent	: Name:Stud	lent ID:					
C.	STU	JDENT INCOME INFORMATION						
	1)	<u>TAX RETURN FILERS</u> —Important Note: If at any time an <u>amended</u> 2016 IRS tax return is filed, the student must contact the financial aid administrator before completing this section.						
		THE STUDENT HAS FILED TAXES AND <u>has used</u> 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 correcti to the FAFSA.						
		THE STUDENT HAS FILED TAXES AND is <u>unable or chooses not to</u> use to Web, and the student is submitting to the school a 2016 IRS tax return		i in FAFSA on the				
		 Students & parents should first log back into the current year FAFSA and attempt 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 m 						
	2)	TAX RETURN NONFILERS—complete this section if the student is not requi	red 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 V						
		IRS W-2 forms issued to the student by employers. List every employer ex	ven if they did not issue an IR.	S W-2 form.				
		Employer's Name	2016 Amount Earned	IRS W-2 Attached?				
		Suzy's Auto Body Shop (example)	\$2,000.00(example)	Yes(example)				
	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 require	ed to file a 2016 income ta	x 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. <i>List every employer even if they did not issue an IRS W-2 form.</i>						
		Employer's Name	2016 Amount Earned	IRS W-2 Attached?				
		Suzy's Auto Body Shop (example)	<i>\$2,000.00</i> (example)	Yes (example)				
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	Stu	dent Name:Stud	lent ID:					

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.