

SAUK VALLEY COMMUNITY COLLEGE  
FINANCIAL ASSISTANCE OFFICE  
PROFESSIONAL JUDGMENT WORKSHEET

If you or your family has unusual circumstances which were not taken into consideration when filing the Free Application for Federal Student Aid (FAFSA) you may request a Professional Judgment (PJ). The PJ is reviewed by the Director of the Office of Financial Assistance once your initial application has been processed by the federal government and Sauk Valley Community College (SVCC).

Unusual Circumstances may include but are not limited to:

- Loss of income
- Separation or Divorce
- Death of a Spouse or parent
- Paid medical expenses not covered by insurance in excess of 11% in FAFSA formula of AGI

If you believe you have circumstances that may warrant the processing of a Professional Judgment please come to the Financial Assistance Office. Request to see a staff member who will go over your personal information and determine if a PJ is warranted. **Please complete the back of this form.** If the PJ is warranted the staff member will assist in determining the needed documentation to request the PJ.

In some cases a PJ does not change the student's eligibility enough to produce any positive affects from the processing of the PJ. It is our intent to review your basic information and determine if the PJ is worth the extra time you will have to spend gathering all of the documentation to support this request. If it becomes apparent that it will not you will be informed of that. This does not mean that you do not have the right to request the PJ. You may still do so, however, all documentation will be required prior to submission for PJ.

To request a PJ for loss of employment you must have been unemployed for a minimum of six weeks before a PJ will be considered. If the request for a PJ is for other reasons please state clearly, **in your written request**, what the reason for the request for PJ is and provide supporting documentation. PJ's for the academic year will not be processed any sooner than three months prior to the start of an academic year. You must have submitted your FAFSA and have provided all documentation for the verification of the information contained in your FAFSA. In addition to these requirements you must request **in writing** a PJ to be reviewed by the Coordinator of Financial Assistance.

You must complete the enclosed form which shows your income (and parents if applicable) and expenses for the first half of the year (or to present date). You will estimate the required information from the current date through December 31. Please be advised that the estimated portion should be as realistic as possible. Financial Assistance can be revised if, in the following year, your taxes show an obvious discrepancy.

Supporting documentation for a PJ will include the following items if applicable:

- \_\_\_\_\_ Written letter requesting a PJ
- \_\_\_\_\_ Letter from employer stating the last day of employment if unemployment is not received
- \_\_\_\_\_ Last pay stub preceding unemployment
- \_\_\_\_\_ Most recent unemployment sub
- \_\_\_\_\_ Federal Taxes for the previous year
- \_\_\_\_\_ W-2's for the previous year
- \_\_\_\_\_ Estimated Income Information Worksheet
- \_\_\_\_\_ Medical bill statements as required
- \_\_\_\_\_ Dependent or Independent Verification Worksheet
- \_\_\_\_\_ Any other documentation that supports the request for a PJ

Student Name \_\_\_\_\_ Student ID# @00 \_\_\_\_\_

Parent/Spouse Name \_\_\_\_\_

## ESTIMATED INCOME INFORMATION WORKSHEET

**\*Place a zero in each of the spaces that does not apply to you**

	1 January 2014 to Present <i>(actual \$\$)</i>	Present to Dec. 31 <i>(estimated \$\$)</i>
Wages, salaries, tips, etc.	_____	_____
Interest Income	_____	_____
Dividends	_____	_____
Other taxable income (alimony received, business & farm income, capital gains, pensions, annuities, rents and any other taxable income.)	_____	_____
Unemployment	_____	_____
Welfare (Do not include food stamps or subsidized housing)	_____	_____
Social Security Benefits	_____	_____
Retirement/Pensions	_____	_____
Termination Benefits/Severance Package or Payment	_____	_____
Child Support Benefits	_____	_____
Cash withdrawal from retirement program or other savings program	_____	_____
Cash support or any money paid on your behalf, not reported elsewhere on this form	_____	_____
Housing, food, and other living allowance paid to members of the military, clergy, and others (including cash payments and cash value of benefits)	_____	_____
Veteran non-educational benefits—Disability, Death Pension, Dependency and Indemnity compensation (DIC) and/or VA Educational Work-Study allowances	_____	_____
Any other taxed or untaxed income or benefit not reported elsewhere on this form – such as worker’s compensation, untaxed portions of railroad retirement, Black Lung Benefits, disability, etc.	_____	_____

### OUTGOING INCOME

Child support paid	_____	_____
IRS allowable adjustment to income (payments to IRA & Keogh Plans, one half self-employment tax, self-employed health insurance deduction, and interest penalty on early withdrawal of savings)	_____	_____

Student’ Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID# @00 \_\_\_\_\_

Parent/Spouse Name \_\_\_\_\_

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Student’ Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

