

**PROFESSIONAL JUDGMENT APPEAL
2009-2010**

Listed below are 13 examples of circumstances for which a professional judgment might be considered at East Tennessee State University. Other circumstances may be considered if warranted. Below each example is stated the minimum documentation required. You will be notified if additional documentation is needed. A signed statement from the student asking for a reevaluation and explaining the situation in detail should be attached to the documentation. **Documentation for this request should include a copy of the previous year's tax returns and W-2 forms unless already on file with the Office of Financial Aid.**

- 1. A parent has been unemployed for at least 4 months in 2009.**
 - A statement from parent indicating the date on which he/she became unemployed, the situation that led to the unemployment and any prospects he/she might have for employment in the near future.
 - Verification of unemployment income or employment office denial of unemployment funds.
 - Documentation of all earned income from January 1, 2009, to present. This documentation could be in the form of the latest check stub indicating "year-to-date" earnings or a statement on letterhead from previous employer(s) verifying 2009 earnings.
 - Documentation of all other income that the parent might have received or anticipates receiving (from January 1 to December 31, 2009), both earned and untaxed.
 - Copy of parents' 2008 federal tax form (1040A, 1040 or 1040EZ).

- 2. The death of a parent after student has filed the 2009-2010 Free Application for Federal Student Aid (FAFSA).**
 - Copy of death certificate.
 - Copy of parents' 2008 federal tax form (1040A, 1040 or 1040EZ), including copies of W2 forms.

- 3. Divorce (or pending divorce) of parents after student has filed the 2009-2010 FAFSA.**
 - Copy of official divorce decree (must be signed by a judge) or attorney statement of pending divorce.
 - Copy of parents' 2008 federal tax form (1040A, 1040 or 1040EZ), including copies of W2 forms.
 - Statement from parent with whom student resides (or parent contributing to more than half of student's support) indicating any additional income that parent will receive in 2009 as a result of the divorce. Included would be such things as child support, alimony, ex-spouse's making house payment, etc.

- 4. A parent has lost the job that he/she held in 2008 and is now employed in a lower-paying position.**
 - Statement from parent describing the situation that led to the loss of the first job, the date he/she started working at the current job and how much he/she anticipates earning in 2009.
 - Statement from parent's current employer verifying when he/she started working, average number of hours working per week, rate of pay and amount earned from January 1, 2009, to present.
 - Documentation of all other income that parent might have received or anticipates receiving (from January 1 to December 31, 2009), both earned and untaxed. This documentation could include the last check stub indicating "year-to-date" earnings from the previous employer(s) and, if applicable, verification of unemployment income or employment office denial of unemployment funds.
 - Copy of parents' 2008 federal tax form (1040, 1040A or 1040EZ), including copies of W2 forms.

- 5. A student/parent/spouse had untaxed income in 2008 (Social Security, child support, alimony, unemployment, etc.) that has ceased.**
 - Statement from student/parent stating what the income was and why it ceased.
 - Verification of the 2008 untaxed income.
 - Verification from the source of the untaxed income documenting the date on which it ceased and the amount received in 2009.

- 6. A student or spouse has been unemployed for at least 4 months in 2009.**
 - Statement from student indicating the date that he/she (or spouse) became unemployed, the situation that led to the unemployment and any prospects there might be for employment in the near future.
 - Letter on letterhead or official notice from employer verifying the last date of employment.
 - Verification of unemployment income or employment office denial of unemployment funds.
 - Documentation of any earned income from January 1, 2009 to present. This documentation could be in the form of the latest check stub indicating "year-to-date" earnings or a statement on letterhead from previous employer(s) verifying 2009 earnings.
 - Documentation of all other income that the student (or spouse) might have received or anticipates receiving (from January 1 to December 31, 2009), both earned and untaxed.
 - Copy of student and spouse/parent (for dependent student) 2008 federal tax form (1040, 1040A or 1040EZ), including copies of W2 forms.

- 7. The death of a spouse after a student has filed the 2009-2010 FAFSA.**
 - Copy of death of certificate.
 - Copy of 2008 federal tax form (1040A, 1040 or 1040EZ), including copies of W2 forms.

- 8. The divorce (or pending divorce) of a student who has already filed the 2009-2010 FAFSA.**
- Copy of official divorce decree (must be signed by a judge) or attorney statement of pending divorce.
 - Copy of student and spouse 2008 federal tax form (1040A, 1040 or 1040EZ), including W2 forms.
 - Statement from student indicating any additional income that he/she will receive in 2009 as a result of the divorce. Included would be such things as child support, alimony, ex-spouse's making house payment, etc.
- 9. A student or spouse lost the job that he/she held in 2008 and is now employed in a lower-paying position.**
- Statement from student describing the situation that led to the loss of the first job, the date he/she started working at the current job and how much he/she anticipates earning in 2009.
 - Statement from student's (or spouse's) current employer verifying when he/she started working, average number of hours working per week, rate of pay and amount earned from January 1, 2009, to present.
 - Documentation of all other income that student (or spouse) might have received or anticipates receiving (from January 1 to December 31, 2009), both earned and untaxed. This documentation could include the last check stub indicating "year-to-date" earnings from the previous employer(s) and, if applicable, verification of unemployment income or employment office denial of unemployment funds.
 - Copy of student and spouse/parent (for dependent students) 2008 tax form (1040A, 1040 or 1040EZ), including copies of W2 forms.
- 10. A student or spouse was working full time in 2008 but is only working part time now.**
- Statement from student stating why he/she (or spouse) is only working part time, the date the change took place and how much he/she anticipates earning in 2009.
 - Statement from student's (or spouse's) current employer verifying when he/she went to part time, average number of hours working per week, rate of pay and amount earned from January 1, 2009, to present.
 - Documentation of all other 2009 income that the student (or spouse) might have received or anticipates receiving (from January 1 to December 31, 2009), both earned and untaxed.
 - Copy of student and spouse/parent (for dependent students) 2008 federal tax form (1040A, 1040 or 1040EZ), including W2 forms.
- 11. Dependency Override**
- Statement from student explaining why he/she has had no contact with both parents and no support for a lengthy period of time.
 - Written verification, on letterhead, from at least two professional sources, i.e. school counselor, pastor, social worker, etc., explaining lack of contact and support.
 - Verification from at least one family member or close contact of family explaining lack of contact and support.
 - Copies of any legal records pertaining to lack of contact.
 - Copy of student's tax return and W2 forms from 2008.
 - Documentation of any untaxed income the student will receive for 2009.
 - Copy of student's lease agreement for housing.
 - Copies of at least 3 bills paid by student including car insurance and car payment.
 - FAFSA form completed by student (if FAFSA was not already completed online).
- 12. Unusual necessary medical/dental expenses**
- Copy of Schedule A of the federal 1040 tax form.
 - Cancelled checks or receipts showing amounts paid with statement from insurance company showing expenses were not reimbursed.
 - Statement from pharmacy showing pharmaceuticals paid for by student/parent not covered by insurance—co-pays may be included.
 - Statement from physician showing out-of-pocket payments, i.e. co-pays.
- 13. Disability of student/spouse/parent**
- Medical documentation of disability and any benefits received as a result of disability.
 - Statement from employer showing earnings for the current year until student/spouse/parent became disabled.
 - Unemployment compensation documentation of amounts and duration of payment(s).
 - Income from all sources taxed and untaxed for the current calendar year.