

## 2024-2025 Request for Professional Judgment

### Office of Financial Aid

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Student Last Name,

First Name

CtcLink ID

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Parent Last Name,

First Name

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Title IV of the Higher Education Amendments allows a member of the Financial Aid Office, who has authority, to adjust the Free Application for Federal Student Aid (FAFSA) data elements when certain circumstances exist. Use this form if you believe that your income or expenses are not accurately reflected on the FAFSA. If your SAI (Student Aid Index) –1500 to 0 a professional judgment will most likely not be needed as no additional funding opportunities will become available. Some examples can include:

- Unemployment or reduction of income of a student or parent.
- Death of a parent after the FAFSA was filed.
- Divorce after the FAFSA was filed.
- Untaxed income was received that has now ceased in the most recent year.
- Excessive medical bills, greater than 11% of income.

**Please submit the following for your request to be reviewed.** These items must be submitted to the Financial Aid Office as one packet, incomplete applications will not be reviewed. If you have any questions, please email us at [financialaid@pierce.ctc.edu](mailto:financialaid@pierce.ctc.edu) or call 253-964-6544 to speak with a financial aid specialist. Please note that Professional Judgments are not guaranteed to be approved or create additional funds, you will want to work with our business office for any payments required while the Professional Judgment is being reviewed. The timeline for a Professional Judgment to be reviewed can be 4-8 weeks, the same as our other financial aid processing times.

- Request for Professional Judgment worksheet
- A signed statement explaining the reason you are requesting a professional judgment.
- Additional documents regarding your request see below for each type of Professional Judgment.

**Loss of Income:** - Student or parent has become unemployed for 3 months or more.

2022 Tax Transcript showing income reported on 2024-2025 FAFSA application

Most recent paycheck or other documentation showing current income for living expenses from January 1, 2024, to present.

Current statement of unemployment income if applicable.

**A parent has passed away since completing the FAFSA application:**

- Copy of death certificate.

**A divorce since completing the FAFSA application for separation of income:**

Copy of the divorce decree that is signed by a judge or a signed statement from an attorney of a pending divorce.

Signed statement from the custodial parent indicating any additional income that will be received as a result of the divorce such as alimony or child support payments.

Copy of current income (current paycheck to make proper income projections if needed).

2024-25 signed W-2 forms for custodial parent or student to separate income from former spouse.

**Loss of untaxed income**

- Documentation that the income is no longer being received.

**Excessive Medical Bills:**

- This can be taken into consideration if medical bills are more than 11% of your family consumption. Please submit a copy of these bills for review.

Income Statement

Please complete the following if requesting a loss of income or separation of income.

For 2024, please detail your monthly income. For the months past, you will need to provide documentation to support your claim such as a pay stub, disability, unemployment check, or other proof of how you are supporting yourself and/or dependents. For future months, please estimate. A written explanation will need to be provided for any months that are reflected as \$0 income earned to show how you are supporting yourself and/or dependents.

2024	Student Gross Wages	Spouse Gross Wages/Parent 1 Gross Wages	Parent 2 Gross Wages	Other Income/ Includes Unemployment
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
<b>Total</b>				

List Expenses that are not associated with your normal cost of living that you would like to be taken into consideration for your professional judgment. Documentation will need to be provided for each item.

Expenses/Comments	Expenses per month	Expenses per year
<b>Total</b>		

### Household Information

Please indicate the people currently in your household or who you (or your parents if dependent) support more than 50%

Full Name	Age	Relationship	College	Will be enrolled at least half time

### Student Statement

Please indicate your intention to request a professional judgment, explain your circumstances below. Be sure to list any dates that will be needed in making this decision, i.e.: last date of employment, date of separation or divorce, etc.

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The request for professional judgment can be emailed to [financialaid@pierce.ctc.edu](mailto:financialaid@pierce.ctc.edu), faxed to (253) 964-6427, or turned into our office in person at any of our three locations (FS (Fort Steilacoom), PY Puyallup, and JBLM (Joint Base Lewis McChord)). Please make sure your request is fully completed and all documentation is submitted together as incomplete requests will not be processed. The timeline for a Professional Judgment to be reviewed can be 4-8 weeks, the same as our other financial aid processing times.

Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student (and/or parent if applicable) must sign this worksheet. Additional documentation may be requested at any time if it is determined it will be needed to make a final decision regarding the professional judgment. There will be a 2 week timeline for the requested information to be obtained before making a final judgment.

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Student Signature Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent Signature Date

**Do Not Forget to Include:**

- Request for professional judgment (required)
- Income Statement (required)
- Household Information (required)
- Student Statement (required)
- 2022 taxes if applicable
- W-2's
- Copy of most recent paycheck, unemployment, other proof of income
- Divorce Decree
- Death Certificate
- Medical Bills