



**PROFESSIONAL JUDGMENT ADJUSTMENT REQUEST FORM
FOR DEPENDENT STUDENT
CHANGE OF CIRCUMSTANCES
2023-2024**

Name _____ Student ID Number _____
Last First Middle

Mailing Address _____

Home Telephone _____ Work Telephone _____

Complete this form only if FGC has already received and finalized the results of the Free Application for Federal Student Aid (FAFSA) for the aid year and there has been a change in your family circumstances which has affected your ability to pay for school since your original FAFSA was completed. Documentation must be included or your request will not be processed.

You must meet one of the following conditions for parent and/or student:

- I. Parent Income Information:** *Check one or more of the following applicable reasons if your parents' income will be significantly less in 2022 or 2023 as compared to 2021 actual income.*
- Involuntary loss of employment (attach a copy of proof of unemployment benefits and documentation of year-to-date income if employed for any part of 2022 or 2023). Date employment ended _____.
 - Change of employment status from full to part-time: *My parent(s) worked full-time (at least 35 hours per week) for four (4) months or more in 2022 and/or 2023 but is/are no longer working full time (attach documentation to show change in employment and include copies of most recent paystubs).*
 - Disability of parent (attach medical documentation as proof and documentation of the amount of disability income expected in 2022 or 2023).
 - Death of parent (attach copy of death certificate).
 - Divorce/Separation of parents (attach copy of divorce decree or legal proof of separation).
 - One-time Income, such as inheritance, moving expense allowance, back year Social Security payments, IRA or pension distribution, etc. (attach documentation).

Other (explain and attach documentation): _____

II. Estimated Parent Income: Complete the following using actual and estimated income information for January 1, 2022 through December 31, 2022. If your parents have divorced or separated, give only the information of the custodial parent. If the loss of income was due to the death of a parent, give only the information for the surviving parent.

<i>Father</i>	<i>Mother</i>	
\$ _____	_____	Income from work (wages, salaries, tips, severance pay, etc.)
_____	_____	Other Taxable Income (unemployment compensation, pension, etc.)
_____	_____	Untaxed Social Security Benefits
_____	_____	Child Support Received
_____	_____	Other Untaxed Income
\$ _____	_____	Total

Supporting Documentation MUST be attached for the above:

- Parent's 2021 and/or 2022 IRS Federal Tax Transcript or copy of signed taxes (including W-2 forms)
- Any supporting forms such as year-to-date paystub, unemployment office notice, social security office correspondence

III. Student Income Information: Check one or more of the following applicable items if your income will be less in 2022 or 2023 than it was in 2021. If only reporting a change for parent(s), leave Student sections blank.

- Loss of employment (attach a copy of proof of unemployment benefits). Date employment ended _____.
- Change of employment: I worked full time (at least 35 hours per week) for four (4) months or more in 2022 and/or 2023 but I am no longer working full time (attach documentation to show change in employment).
- Disability of student (attach medical documentation as proof)
- One-time Income: inheritance, moving expense allowance, back year Social Security payments, IRA or pension distribution (attach documentation).
- Other (explain and attach documentation): _____

IV. Estimated Student Income: Please complete the following using actual and estimated income information for January 1, 2022 through December 31, 2022.

\$ _____	Income from work (wages, salaries, tips, severance pay, etc.)
_____	Other Taxable Income (unemployment compensation, pension, etc.)
_____	Untaxed Social Security Benefits
_____	ADC/AFDC
_____	Child Support Received
_____	Other Untaxed Income
\$ _____	Total

Supporting Documentation MUST be attached for the above:

- Parent's 2021 and 2022 IRS Federal Tax Transcript or copy of signed taxes (including W-2 forms)
- Any supporting forms such as year-to-date paystub, unemployment office notice, social security office correspondence

Submit this completed form along with documentation to the Financial Aid Office. The Director of Financial Aid will review all professional judgment requests on a case-by-case basis. Please note that a determination can take as long as 2 months; therefore, be prepared to pay for classes up front. You will be notified of the results.

Certification Statement

I certify that the submitted information is true and correct to the best of my knowledge and belief. I agree to provide proof of the information provided on this form. I understand that purposely providing false or misleading information on this form may result in reduction or repayment of aid, fines, and/or imprisonment in this and/or future years.

Student/Parent Signatures: *Everyone giving information on this form must sign below. If you do not sign the form, it will be returned to you unprocessed.*

Student's Signature

Date

Father's Signature

Date

Mother's Signature

Date