2018-2019 Professional Judgment Appeal Request

Student Information
Please print clearly—illegible documents cannot be processed

Student Name: ____________________________      Campus ID: ____________________

Sometimes families experience special circumstances which merit recalculating their financial aid eligibility based on their projected annual 2018 income rather than the federally required 2016 income. Professional judgment appeal requests are reviewed only after the student has submitted all necessary primary information. The appeal committee may request additional documentation after initial review. Requested documentation must be submitted within 90 days after the initial request or the appeal will be denied without the option for reconsideration. All Professional Judgment Appeal requests will be selected for verification of 2016 data before 2018 adjustments can be considered. Please be advised that Professional Judgment Appeal Requests, if approved, are granted on a one-time, case-by-case basis. All appeal decisions are final. Approved appeals may not necessarily qualify the student to receive additional financial aid. The appeal committee reserves the right to request your tax return for 2018 after the appeal has been approved. Review of your 2018 tax information may impact future award offers. Once a decision has been made, the student will be notified via their UMBC e-mail.

INSTRUCTIONS

☐ Identify the situation(s) for which you are requesting a professional judgment review. (see page 2)
☐ Attach a typed, clear, concise, signed and dated, one-page explanation of your circumstances.
☐ Attached required documentation of your circumstances as listed on the attached form. Upon review of your appeal, the Office of Financial Aid and Scholarships may request additional documentation.
☐ Complete the 2018-2019 Verification Form—Dependent or the 2018-2019 Verification Form—Independent
☐ Attach 2016 Tax Return Transcripts, which can be obtained by calling the IRS at 1-800-908-9946 or by visiting the website, www.irs.gov, for student and spouse (if independent) and parent(s) if dependent.
☐ Attach 2016 W-2’s for student and spouse (if independent) and parent(s) if dependent.
☐ Complete the attached asset form for student and spouse (if independent) and parent(s) if dependent.
☐ Contact the Financial Aid Office to schedule a time to submit your appeal.
☐ Initial appeals must be submitted by April 2, 2019.

APPEALS SUBMITTED WITHOUT THE ABOVE REQUIRED DOCUMENTATION WILL NOT BE PROCESSED

I understand that intentionally providing false statements or misrepresentations will result in cancellation of my request. I understand that if my appeal is approved, the recalculation of my eligibility does not guarantee receipt of additional aid.

_____________________________________________ __________________________________________________
Student’s Signature    Date    Parent 1’s Signature               Date
_____________________________________________ __________________________________________________
Spouse’s Signature                     Date    Parent 2’s Signature                Date
2018-2019 Professional Judgment Appeal Request

Student Name: ____________________________      Campus ID: ____________________

1. __________ Minimum 20% Reduction of 2018 Income
   
   2018 income changes cannot be accepted until after July 1st, 2018. If you are self-employed, earn bonuses, earn commission, or
   overtime pay, the committee may not be able to accurately evaluate your appeal without a copy of your 2018 tax transcripts
   
   Reasons for consideration include: Terminations/Layoff from job, significant reduction of work hours, retirement or return to school
   full time.
   
   Documentation to Include: Signed and dated letter from employer on company letterhead listing the last date of employment,
   documentation of total earnings from former employers from January 1st 2018 through date of unemployment (in the form of last
   paystub), documentation of severance/benefits/unemployment compensation, copy of three most recent paystubs from current
   employers, documentation of retirement income, and documentation of unemployment from 2018. If you have questions about what
   documentation to provide, please contact the financial aid office.

2. __________ Unique medical expenses totaling more than 20% of income

   Reasons for consideration include: Medical expenses paid, not just incurred, in 2018 and were not covered by health/dental insurance.
   
   Documentation to include: Proof of payment (receipts/cancelled checks) made by student, spouse (if married), parents (if dependent).
   Invoices are not sufficient documentation. You must submit proof that the medical expenses were paid in 2018.

3. __________ Loss of Untaxed income of at least 20%

   Reasons for consideration include: Loss of child support, disability benefits, or other untaxed income.
   
   Documentation to include: Documentation of termination of benefits from benefit provider. Examples include a divorce decree, court
   order, etc.

4. __________ Separation or Divorce of: ________ Parent or ________Spouse after filing 2018-2019 FAFSA

   Reasons for consideration include: Parent (if dependent) or spouse (if independent) no longer residing in the household due to
   separations or divorce.
   
   Documentation to include: All W-2’s must be submitted to verify separation of income. Separation agreement, divorce decree,
   substantial evidence (copy of mortgage/lease, utility bills, etc.) proving parent (if dependent) or spouse (if independent) is residing in
   separate residence. Parties in question living in the same dwelling WILL NOT be considered.

5. __________ Student Marriage after filing 2018-2019 FAFSA (Marriage must be before 7/1/2018)

   Reasons for consideration include: Student was single at the time they filed the FAFSA but is now married.
   
   Documentation to include: Copy of marriage certificate, copy of spouse’s 2016 tax transcript, copy of spouse’s 2016 W-2’s, and
   Untaxed Income Form for the Student and Spouse.

6. __________ Death of: ________ Parent or ________Spouse after filing 2018-2019 FAFSA

   Reasons for consideration include: Parent (if dependent) or spouse (if independent) deceased after student filed 2018-2019 FAFSA.
   
   Documentation to include: Copy of death certificate and documentation of death benefits.

7. __________ Parent of Dependent Student also attending College

   Reasons for consideration include: Parent of UMBC student is degree seeking at a post-secondary institution. Parent must be enrolled
   at least ½ time (usually 6 credits) in a degree seeking program and have been counted in the 2018-2019 FAFSA household size.
   
   Documentation to include: Official class schedule (copy) from parent’s educational institution.
# 2018-2019 Professional Judgment Appeal Request

## Asset Information—Independent

**Student Information**  
*Please print clearly—illegible documents cannot be processed*

**Student Name:** ____________________________  
**Campus ID:** ____________________

<table>
<thead>
<tr>
<th>Asset</th>
<th>Current Net Worth</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please report the requested information as of the date the student filed the 2018/2019 FAFSA.</strong></td>
<td><strong>Net worth means the current value minus debt. If the net worth is negative, enter $0. Enter $0 for assets listed that you do not own. If the statement does not apply, enter $0.</strong></td>
</tr>
<tr>
<td>Current Savings Account Balance</td>
<td>$</td>
</tr>
<tr>
<td>Current Checking Account Balance</td>
<td>$</td>
</tr>
<tr>
<td>Real Estate Investment (not including the home you live in)</td>
<td>$</td>
</tr>
<tr>
<td>Trust Funds</td>
<td>$</td>
</tr>
<tr>
<td>Money Market Finds</td>
<td>$</td>
</tr>
<tr>
<td>Mutual Funds</td>
<td>$</td>
</tr>
<tr>
<td>Certificates of Deposits</td>
<td>$</td>
</tr>
<tr>
<td>Stocks</td>
<td>$</td>
</tr>
<tr>
<td>Stock Options</td>
<td>$</td>
</tr>
<tr>
<td>Bonds</td>
<td>$</td>
</tr>
<tr>
<td>Education IRAs</td>
<td>$</td>
</tr>
<tr>
<td>College Savings Plans</td>
<td>$</td>
</tr>
<tr>
<td>Business Value*</td>
<td>$</td>
</tr>
<tr>
<td>Investment Farm Value</td>
<td>$</td>
</tr>
</tbody>
</table>

*Only include the value of a small business that your parent(s) and/or your step-parent own and control AND that has more than 100 full-time employees or full-time equivalent employees. Family owned- and controlled means that more than 50% of the business is owned by person who are directly related or were related by marriage (family members do not have to be counted in the household size for the questions. Otherwise enter $0.*

I certify that all of the information provided is true and accurately represents my net worth as of the day I filed the FAFSA. I understand that I may be required to provide additional documentation to verify our asset information.

**Student Signature:** ___________________________________________  
**Date:** _____________
# 2018-2019 Professional Judgment Appeal Request

## Asset Information--Dependent

### Student Information

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**Student Name:** ____________________________  
**Campus ID:** ____________________

<table>
<thead>
<tr>
<th>Asset</th>
<th>Student Information</th>
<th>Parent Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Current Cash Balance</strong></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Current Savings Account Balance</strong></td>
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<td>$</td>
</tr>
<tr>
<td><strong>Current Checking Account Balance</strong></td>
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We certify that all of the information provided is true and accurately represents our net worth as of the day the student filed the FAFSA. We understand that we may be required to provide additional documentation to verify our asset information.

**Student Signature:** ___________________________________________  
**Date:** _____________

**Parent Signature:** ____________________________________________  
**Date:** _____________