

## 2024-2025 Professional Judgment Appeal Form

Student Name \_\_\_\_\_ Student Email \_\_\_\_\_ Student ID \_\_\_\_\_

Parent(s) Name \_\_\_\_\_ Parent Email \_\_\_\_\_ Parent Phone \_\_\_\_\_

Hood College recognizes that unusual circumstances exist and that standard financial aid forms do not always capture the current financial situations of our students and their families. Through the use of Professional Judgment, the Office of Financial Aid may be able to make adjustments to your FAFSA to account for financial changes and/or unusual expenses. All Professional Judgment requests are determined on a case-by-case basis and are not guaranteed to result in any additional financial aid.

**To begin an appeal:**

- Return this completed form with a personal statement (via letter or email) explaining the situation along with any supporting documentation.
- Please check all circumstances that apply.

After reviewing your request our office may ask for additional information. If you have questions please contact the Office of Financial Aid at [finaid@hood.edu](mailto:finaid@hood.edu) or (301)696-3411.

☐ **Decrease in Family Income after January 1, 2023, as a result of job loss, retirement, death/disability, or other wage reduction**

- You may opt to use actual 2023 income or estimated 2024 income. PLEASE COMPLETE CHART

BELOW:

ACTUAL 2023 INCOME or ESTIMATED 2024 INCOME (circle year)	PARENT 1	PARENT 2	STUDENT
Expected Income From Work	\$	\$	\$
Other Income (Unemployment, Workman's Comp, etc.)	\$	\$	\$
Total Expected 2022 or 2023 Income	\$	\$	\$

- **REQUIRED DOCUMENTS:**

- **If using 2023 actual income**

- Signed copy of your and/or your parent's 2022 IRS Federal Tax Return or Tax Return Transcript and W-2(s).
    - Other: \_\_\_\_\_.

- **If using 2024 estimated income**

- Signed and dated letter on company letterhead from employer listing last date of employment.
    - Copy of most recent pay stub.
    - Documentation of severance/benefits/unemployment compensation.

☐ **Major medical expenses that were not covered by insurance and were paid for out of pocket**

- DO NOT include payments for health insurance premiums.

- **REQUIRED DOCUMENTS:**

- Signed copy of your and/or your parent's 2022 IRS Federal Tax Return (Form 1040) or Tax Return Transcript and Schedule A; **OR**
  - Itemized list of medical expenses not covered by insurance and proof of payment.

☐ **Death of parent after the FAFSA was filed**

- **REQUIRED DOCUMENTS:**

- Copy of death certificate.
  - Signed copy of your and/or your parent's 2022 IRS Federal Tax Return or Tax Return Transcript and W-2(s).

☐ **Divorce or Separation**

- **REQUIRED DOCUMENTS:**

- Copy of separation, divorce decree or copy of mortgage/lease proving separate residences.
  - Signed copy of your and/or your parent's 2022 IRS Federal Tax Return (Form 1040) or Tax Return Transcript and W-2(s).

☐ **Child Support received has ended**

• **REQUIRED DOCUMENTS:**

- Letter or other notification stating the date the child support ended.

☐ **Parent in college at least half time in a degree-seeking program**

• **REQUIRED DOCUMENTS:**

- Proof of enrollment.

☐ **Tuition payments made for elementary/secondary costs for dependent children attending private school**

• **REQUIRED DOCUMENTS:**

- Please provide proof of payment.
- Age(s) of dependent children: \_\_\_\_\_.
- Name(s) of dependent children: \_\_\_\_\_.

☐ **Lump sum distribution or non-recurring income in 2022 has inflated your Adjusted Gross Income**

- Please note that in some cases, not all distributions or non-recurring income can be removed under Professional Judgment.
- **REQUIRED DOCUMENTS:**
  - Please indicate amount here \$\_\_\_\_\_.
  - Signed copies of your and/or your parent's 2022 IRS Federal Tax Return or Tax Return Transcript, an itemized statement detailing how this additional income was spent and a 1099-R if applicable.

☐ **Other extraordinary expenses resulting from accident, theft, natural disaster or death not covered by insurance**

• **REQUIRED DOCUMENTS:**

- Receipts for expenses.
- OR
- Other documentation that demonstrates proof of payment.

☐ **Other special or unusual circumstance(s)**

- If your concern is not covered in any of the above options, please submit a signed statement explaining the special or unusual circumstances to the Office of Financial Aid. You may submit the statement by mail, fax or email.

**Certification Statement:** We certify that the information provided on this form is complete and accurate to the best of our knowledge. If requested, we agree to submit additional supporting documentation. We understand we must provide all requested documentation for consideration of our family's special circumstances.

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

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

**Please return this signed form, along with all requested documentation to the Hood College Office Financial Aid. You may return it via U.S. mail, fax, or in person.**

**Note: Be sure to submit the required personal statement regarding your situation.**

*\*Due to changes in federal regulations, we can only accept documentation with PII (personally identifiable information) by email if it is encrypted and the password is sent in a separate email.*

