



Oklahoma City Community College
Professional Judgment Request Form
2019-2020

Name:

OCCC Student ID:

The OCCC Financial Aid Office can consider a student's unusual circumstances to make adjustments to the Free Application for Federal Student Aid (FAFSA) data elements used to calculate the Expected Family Contribution (EFC) and/or change a student's dependency status, according to the policies and procedures of the U.S. Department of Education.

Please check below your reason for a professional judgment consideration. You must document the reason for your appeal with a letter of explanation and supporting documentation. All supporting documents must be submitted with this form.

Table with 7 rows and 3 columns for reasons for professional judgment consideration: Dependency status adjustment, Loss of income or change in source of income (check all that apply), Medical and dental expenses not covered by insurance, Divorce or separation, Cost of Attendance due to special requirements of your courses, Death of parent/spouse, Other extenuating circumstances (please explain).

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

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
(if applicable)

## Professional Judgment Documentation Guidelines

### Required Documentation

- **All Students:** Submit 2019-2020 Free Application for Federal Student Aid <https://fafsa.gov> and written statement with details of your requests.
- **Dependent Students:** Submit a copy of your 2018 Federal Tax Return Transcript or W-2 forms, if you did not file; Your parent's 2018 Federal Tax Transcript or W-2 form(s) if they did not file; **2019-20 Dependent Verification Form**, available on our forms page <http://www.occc.edu/financialaid/forms.html>. To request a Tax Return Transcript visit <https://www.irs.gov>. If the student or parents imported IRS data into the FAFSA, tax transcripts are not required.
- **Independent Students:** Submit a signed copy of your and your spouse's, if married, 2018 Federal Tax Return Transcript or W-2 forms, if you did not file taxes; **2019-20 Independent Verification Form**, available on our forms page <http://www.occc.edu/financialaid/forms.html>. To request a Tax Return Transcript visit <https://www.irs.gov>.
- **Dependency Status:** Submit a written statement explaining your relationship with your parents and copies of all documents that support the claims in your letter. Also include two letters from professionals, such as, teacher, employer, minister, counselor, landlord or other who can confirm the statements in your written statement.
- **Loss or change in income:** Parent or Student or Student's Spouse: Submit proof of prior and current-year income. Your written statement must provide reason for and dates of income loss. Include a letter from previous employer or Unemployment Insurance benefit statement and most recent year-to-date paystub.
- **Excessive medical and dental expenses:** Submit proof of actual medical and dental payments made in the prior year that were not reimbursed by insurance.
- **Death of a Parent or Spouse:** Submit a copy of death certificate and surviving parent's or student's current year-to-date income.
- **Divorce or Separation:** Submit a copy of the divorce decree or letter of separation. Include the current year income and W-2's for the student, if independent, and/or the custodial parent for dependent students.
- **Cost of Attendance:** due to special requirements of your courses: submit cost of computer, software, equipment, etc.
- **Other extenuating circumstances:** Submit a letter explaining your special circumstances. Submit as much documentation as possible to support your request.