



Oklahoma City Community College
Professional Judgment Request Form
2018-2019

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 any supporting documentation.

Table with 7 rows and 1 column. Row 1: Dependency status adjustment. Row 2: Loss of income or change in source of income (check all that apply): Parent, Student, Student's Spouse. Row 3: Medical and dental expenses not covered by insurance. Row 4: Divorce or separation:. Row 5: Cost of Attendance due to special requirements of your courses. Row 6: Death of parent/spouse. Row 7: Other extenuating circumstances (please explain)

Student Signature: _____ Date: _____

Parent's Signature: _____ Date: _____
(if applicable)

Professional Judgment Documentation Guidelines

Required Documentation

- A completed 2018-2019 Free Application for Federal Student Aid (FAFSA)
- **Dependent Students:** Submit a copy of your 2017 Federal Tax Transcript or W-2 form(s) if you did not file; a copy of your parent's 2017 Federal Tax Transcript or W-2 form(s) if they did not file; Dependent Verification Worksheet which can be found online at [Worksheet– Dependent Verification \(Income, Household Size, Number in College\) 2018-19](#). If the student or parent has used the IRS Data Retrieval Tool then they do not need to submit the tax transcripts. To request a tax transcript follow these instructions [Tax Return Transcript Request](#)
- **Independent Students:** Submit a signed copy of your and your spouse's (if married) 2017 Federal Tax Transcript of W-2 form(s) for you and your spouse if you did not file taxes; Independent Verification Worksheet, which can be submitted online at [Worksheet– Independent Verification \(Income, Household Size, Number in College\) 2018-19](#) If the student has used the IRS Data Retrieval Tool then they do not need to submit the tax transcripts. To request a tax transcript follow these instructions [Tax Return Transcript Request](#).
- **Dependency Status:** Submit a personal narrative letter explaining your relationship with your parent(s) and submit a copy of all documents that support the claims in the letter. Also include 2 letters from professionals (teacher, employer, clergy member, and landlord) that can confirm the statements in your personal narrative letter.
- **Loss or change in income: Parent/Student/ Student's Spouse:** Submit proof of prior-year income and current-year expected income. For loss of income, submit proof of reason for and date of income loss. Also, include a letter from previous employer 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 the death certificate and surviving parents or students expected current year income.
- **Divorce or Separation:** Submit a copy of the divorce decree or a 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 reason for requesting consideration.