

## 2017-2018 Professional Judgment/Special Circumstance Request

Financial aid administrators are authorized to use their professional judgment to make adjustments of student data based on unusual circumstances. Students are required to provide acceptable documentation to support any adjustments. The aid administrator's decision as to whether or not to make adjustments is final and cannot be appealed to the U.S. Department of Education.

Please read all sections of this form carefully and provide all documentation requested. Documentation must be attached in order for the request to be reviewed.

**STUDENT INFORMATION:**

Student Name: \_\_\_\_\_ Student Number/ SSN: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Program of Study: \_\_\_\_\_

**STEP 1: I am requesting an adjustment in the calculation of my 2017-2018 financial aid due to:**

- Deceased Parent(s) or Spouse:** Provide a statement of how this will affect the family income; attach an original death certificate.
- Divorce/Separation:** Provide a statement explaining how the expected family income will change; attach an original divorce decree or legal separation agreement.
- Unemployment:** Provide a statement giving the reason for unemployment and the last day worked along with the expected income for the current year; attach verification from the State Unemployment Office of all benefits entitled to receive. Unemployment due to a personal decision to quit a job does not necessarily constitute a special circumstance.
- Homeless or Unaccompanied Youth:** Must be verified on an attached agency letterhead from one of the following agencies: a high school district homeless liaison; a director of an emergency shelter or transitional housing program; a director of a runaway or homeless youth basic center or transitional living program confirming that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless.
- Special Circumstance:** Provide documentation on why you think you have a special circumstance and are unable to provide parental information. Examples of some special circumstances would include: if both your parents are incarcerated; you have left home due to an abusive family environment (you may be asked to provide police reports, medical documentation, court records, etc.).

**STEP 2: Provide a typed explanation of your circumstances.**

**STEP 3: Return this form, your letter including your statement/itemized list and all documentation to one of the following:**

ESCC Financial Aid Office  
P.O. Box 1300  
Enterprise, AL 36331

or

Alabama Aviation Center  
3405 South US Highway 231  
Ozark, AL 36360

I certify that all information and documentation provided is accurate and true. I understand that misrepresentation of information may result in repayment of federal and state financial aid received.

**STUDENT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OFFICE USE ONLY:**

Action: _____ Approved _____ Denied
Signature: _____ Date: _____

Please use the space below to explain why you are requesting an adjustment to your Student Aid Report. You must also attach all documentation requested in Steps 1 & 2.

A large, empty rectangular box with a thin black border, intended for the student to provide an explanation for requesting an adjustment to their Student Aid Report and to attach supporting documentation.