



# Professional Judgement Request 2023-2024

WSU Tech’s Financial Aid office recognizes that the formula used to calculate your Expected Family Contribution (EFC) may not accurately reflect special circumstances for individual students and/or families. The financial aid director has the authority to take into consideration unique family circumstances not reflected on the Free Application for Federal Student Aid (FAFSA). If you feel you have **exceptional or unusual circumstances** (see list on reverse side) that affect the income or other data reported on your FAFSA, please submit this Professional Judgment Request along with the required documentation listed under each circumstance.

Please review the unusual circumstances specified on this form. If you meet one or more of the conditions, describe your circumstances on a separate sheet and submit this form with the required documentation to the WSU Tech’s Financial Aid office. A review of your situation **does not** guarantee an adjustment in your aid eligibility. **Failure to submit these documents promptly will delay processing of your financial aid.**

**Student Information**

Student ID: W00 \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ / \_\_\_\_\_ Cell Phone: \_\_\_\_\_ / \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**The following documents must be submitted with each Professional Judgment if you have not already done so.** You must also submit **ALL** documentation listed for the specific reason you submit the Professional Judgment Request. *Note: Additional documentation not listed on this form may be required.*

Verification Documents	
Dependent Student	Independent Student
1. Dependent Verification Worksheet	1. Independent Verification Worksheet
2. 2021 student’s IRS Tax Transcript	2. 2021 student’s IRS Tax Transcript (and spouse’s if married)
3. 2021 parent’s IRS Tax Transcript	3. 2021 student W2(s) (and spouse if married)
4. 2021 parent’s W2(s)	

(OVER)

WSU Tech  
Financial Aid  
4004 N. Webb Rd. Wichita, KS 67226  
316-677-9400

Student ID: W00 \_\_\_\_\_

**Unusual Circumstances** (please circle the circumstance for which you are applying)

The Higher Education Act of 1965, as amended, outlines what may constitute unusual circumstances, including the following:

**1. You, your spouse and/or your parent's earnings have changed significantly from the previous year due to unemployment.**

- Provide a signed and detailed personal statement outlining your employment history and describing the reduction in income for the person(s) affected.
- Provide a copy of the last pay-stub you received from your previous employer.
- Provide documentation of unemployment benefits.
- Provide documentation from employer of reduction of hours, layoff or termination. (lay-off notice)

**2. You, your spouse and/or your parents received one-time income and it was included on your 2021 federal income taxes.** (Examples might include lottery winnings, inheritance, moving expense reimbursements, etc.)

- Provide a signed and detailed personal statement describing the unusual circumstance/situation.
- List the amount received in 2021, the source of that income and who received it.
- Provide documentation of how the funds were spent or invested.

**3. You, your spouse and/or your parents contribute financial support to persons who are unable to adequately support themselves.** (Examples might include parents in nursing care facilities and adult children who are unemployed and living at home, grandchildren living with you, etc.)

- Provide a signed and detailed personal statement describing the unusual circumstance/situation.
- Provide name, age and relationship of supported relative(s).
- Provide an itemized list of expenses paid in 2021 on behalf of the listed relative(s).

**4. You, your spouse and/or your parents incurred medical or funeral expenses *not* covered by insurance.**

- Provide a signed and detailed personal statement describing the unusual circumstance/situation.
- Provide copies of canceled checks or statements of account to confirm amounts paid in 2021.
- Provide Schedule A from your 2021 federal income tax return, if completed.

**5. Other unique or exceptional circumstance not listed above.**

- Provide a signed and detailed personal statement describing the unusual circumstance/situation.
- Provide any documentation that supports your circumstance.

**Signature**

By signing this worksheet, I/we certify that all the information reported to qualify for federal student aid is complete and correct.

\_\_\_\_\_  
Student\_\_\_\_\_  
Date\_\_\_\_\_  
Parent (Required for dependent student)\_\_\_\_\_  
Date

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If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.