The Financial Aid Office at Cloud County Community College recognizes that situations may occur which may affect a student’s eligibility for federal need-based financial aid. Through the use of Professional Judgment, financial aid administrators have the authority to make adjustments on a case-by-case basis to a student’s FAFSA provided that supporting documentation has been submitted.

The student should write a detailed letter of appeal explaining the special circumstances and submit it with this form. In addition, the student should place a check mark beside any situation that may apply as listed below.

Submit the required documentation listed for each item you checked. All four Verification documents listed above may be requested upon review of your professional judgment appeal form and documentation that is provided.

Check the boxes that apply and submit the corresponding documentation.

☐ Loss of Income for Student and/or Spouse due to divorce, death, change or loss of employment or disability
   - Complete 2015-2016 Estimated Income Form

☐ Students change in Marital Status after original FAFSA was signed and submitted.
   - Copy of Marriage License
   - 2014 Tax Return Transcript for Student and Spouse

☐ Loss of Income for Parent(s) due to divorce, death, change or loss of employment or disability
   - Complete 2015-2016 Estimated Income Form

☐ Lump sum distribution or non-recurring income that inflates adjusted gross income
   - Copy of Form 1099-R, if applicable

☐ Major Medical expenses not covered by insurance, already paid out-of-pocket
   - Copy of Schedule A, if you included medical expenses in your itemized deductions otherwise submit documentation regarding all medical expenses paid
☐ Business or Farm Debt
  • Copy of Schedule C for businesses or a copy of Schedule F for Farm
  • Letter from a bank indicating the total amount of principal paid during 2014. This letter should verify the principal is not being paid by a rotating operating loan.

☐ Education loan repayment
  • Date when repayment of educational loan began: ____________________________
  • Copy of current statement or payment coupon for each loan, showing monthly payment amount

☐ Tuition Payments made for elementary/secondary school costs for younger sibling
  • Letter from Private school showing tuition payments for current academic year

☐ Child Support Received that has decreased or ended
  • Legal documentation or notarized statement indicating the amount and date of change
  • List each child in the household for whom you will receive child support for in 2015
  • List total amount of child support for each child received and will receive in 2015

☐ Parent attending college at least half time in a degree seeking program
  • Letter from your parents Registrar Office verifying your parent’s degree and enrollment status. Your parent must be enrolled in at least half-time during the Fall 2015, Spring 2016 or Summer 2016
  • Include in your appeal letter the beginning and ending dates of your parent’s program

☐ Bankruptcy (except Chapter 7 and 11)
  • Copy of court document which prohibits parent from incurring any new debt
  • Copy of court document which indicates the required monthly payment amount and the time frame the payments will continue

Certification Statement
The information contained in this appeal and any supporting documents is true and complete.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Parent Signature (Required for Dependent Student)</th>
<th>Date</th>
</tr>
</thead>
</table>

A 2014 Income Tax Return Transcript may be obtained through the:
  • Online Request ~ Go to www.irs.gov, under the Tools heading on the IRS homepage, click “Get Transcript of your Tax Records.” Click “Get Transcript ONLINE” or “Get Transcript by Mail.” Make sure to request the IRS TAX RETURN TRANSCRIPT” and NOT the “IRS TAX ACCOUNT TRANSCRIPT.”
  • Telephone Request ~ 1-800-908-9946
  • Paper Request Form ~ IRS Form 4506T-EZ or IRS From 4506-T

In most cases, for electronic tax return filers, 2014 IRS Income Tax Return information is available for the IRS Tax Return Transcript within 2-3 weeks after the 2014 electronic Income Tax Return has been accepted by the IRS.

Generally for filers of 2014 paper IRS Income Tax Returns, the 2014 IRS Income Tax Return information is available for the IRS Tax Return Transcript within 8-11 weeks after the 2014 paper IRS Income Tax Return has been received by the IRS.

Contact the Financial Aid office if more information is needed about obtaining an IRS Tax Return Transcript.

If the student and spouse filed separate 2014 IRS Income Tax Returns, a 2014 IRS Tax Return Transcript must be provided for both student and spouse.