

# CLOUD COUNTY COMMUNITY COLLEGE 2019-2020

Financial Aid Office • 2221 Campus Drive • Concordia, KS 66901

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## Request for Professional Judgment

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.

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Last Name

First Name

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CCCC ID# or SSN

Phone number (include area code)

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### YOU MUST COMPLETE ALL OF THE FOLLOWING STEPS:

1. Write a detailed letter of appeal explaining your special circumstances and submit it with this form.
2. Submit all Verification documents listed below.
  - 2017 IRS Tax Return Transcript or signed copy of the 2017 IRS Tax Return
  - 2017 W-2's
  - 2019-2020 V1 Verification Worksheet
3. Place a check mark beside any situation that may apply as listed below.
4. Submit the required documentation listed for each item you checked below (*in addition to verification documents*).

Additional documentation 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.**

Provide one of the following:

- 2018 Tax Return Transcript or signed copy of the 2018 IRS Tax Return **and** 2018 W-2's
- 2019-2020 Estimated Income Form
- 2019 Tax Return Transcript or signed copy of the 2019 IRS Tax Return **and** 2019 W-2's

**Students change in Marital Status after original FAFSA was signed and submitted**

- Copy of Marriage License
- 2017 Tax Return Transcript for Student and Spouse or signed copy of the 2017 IRS Tax Return for both
- 2017 W-2's for Student and Spouse

**Loss of Income for Parent(s) due to divorce, death, change or loss of employment or disability.**

Provide one of the following:

- 2018 Tax Return Transcript or signed copy of the 2018 IRS Tax Return **and** 2018 W-2's
- 2019-2020 Estimated Income Form
- 2019 Tax Return Transcript or signed copy of the 2019 IRS Tax Return **and** 2019 W-2's

**Lump sum distribution or non-recurring income that inflates adjusted gross income**

- Copy of Form 1099-R for 2017, 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 2017. 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 2017
- List total amount of child support for each child received and will receive in 2017

**Parent(s) attending college at least half time in a degree seeking program**

- Letter from your parent’s Registrar’s Office verifying your parent’s degree and enrollment status. Your parent must be enrolled in at least half-time during the Fall 2019, Spring 2020 or Summer 2020
- 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.

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<b>Student Signature</b>	<b>Date</b>	<b>Parent Signature (Required for Dependent Student)</b>	<b>Date</b>
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**Tax Return Transcripts** may be obtained through the IRS:

- **Get Transcript by MAIL** – Go to [www.irs.gov](http://www.irs.gov), click on “Get Your Tax Record” then click “**Get Transcript by MAIL.**” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- **Get Transcript ONLINE** – Go to [www.irs.gov](http://www.irs.gov), click on “Get Your Tax Record” then click “**Get Transcript ONLINE.**” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- **Automated Telephone Request** ~ 1-800-829-0582
- **Paper Request Form** ~ Go to [www.irs.gov](http://www.irs.gov) and print **IRS Form 4506T-EZ or IRS Form 4506-T**

In most cases, for electronic tax return filers, IRS Income Tax Return Transcript information is available within 2-3 weeks after the 2017 electronic Income Tax Return has been accepted by the IRS.

Generally, for filers of 2017 paper IRS Income Tax Returns, IRS Income Tax Return Transcript information is available within 6-8 weeks after the 2017 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 2017 IRS Income Tax Returns, the **2017 IRS Tax Return Transcript(s) or signed copy of the IRS Tax Return, must be provided for each**