

Cloud County Community College Financial Aid Office

2022-2023 Academic Year – Request for Professional Judgement

2221 Campus Drive Concordia, KS 66901 • 800-729-5101 Ext. 280 • Fax 785-243-1839

finaid@cloud.edu • <https://mappingyourfuture.org/MappingXpress/cccc/> Passcode: Cloud65

The Financial Aid Office at Cloud County Community College recognizes that situations 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.

Last Name	First Name	MI
CCCC ID# or SSN	Phone number (include area code)	

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. Place a check mark beside any situation that may apply as listed below, sign and date 2nd page of form.
3. Submit the required documentation listed for each item you checked below.

Additional documentation may be requested upon review of your professional judgment appeal form and documentation that is provided.

If a situation exists that is not listed below, please contact the Financial Aid Office for assistance.

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:

- 2021 Tax Return Transcript **or** signed copy of the 2021 IRS Tax Return **and** 2021 W-2's
- 2022-2023 Estimated Income Form
- 2022 Tax Return Transcript **or** signed copy of the 2022 IRS Tax Return **and** 2022 W-2's

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

- Copy of Marriage Certificate
- V1 Verification Worksheet
- 2020 Tax Return Transcript for Student and Spouse or signed copy of the 2021 IRS Tax Return for both
- 2020 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:

- 2021 Tax Return Transcript **or** signed copy of the 2021 IRS Tax Return **and** 2021 W-2's
- 2022-2023 Estimated Income Form
- 2022 Tax Return Transcript **or** signed copy of the 2022 IRS Tax Return **and** 2022 W-2's

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

- Copy of Form 1099-R for 2020, 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.

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Tuition Payments for elementary/secondary school or childcare costs for younger sibling

- Letter from school showing tuition payments for current academic year
- Documentation of childcare costs and time frame

Child Support Received that has decreased or ended

- Legal documentation or notarized statement indicating the amount and date of change

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

- Letter from your parent’s Registrar’s Office verifying their degree and enrollment status. Your parent must be enrolled at least half-time during the Fall 2022, Spring 2023, or Summer 2023 semesters.
- Include the beginning and ending dates of your parent’s program in your appeal letter.

Certification Statement:

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

Please Note: We are not able to accept electronic signatures. Please print out forms, complete and sign before submitting.

Student Signature

Date

Parent Signature (Required for Dependent Student)

Date

The IRS Tax Return Transcript(s) may be obtained through the IRS:

- **Get Transcript by MAIL** – Go to 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, 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.”

To use the Get Transcript Online Tool, the user must have

- Access to a valid email address
- A text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and
- Specific financial account numbers (such as credit card number or an account number for a home mortgage or auto loan).

The transcript displays online upon successful completion for the IRS’s two-step authentication.

- **Automated Telephone Request** ~ 1-800-829-0582. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
- **Paper Request Form** ~ Go to 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 2020 electronic Income Tax Return has been accepted by the IRS.

Generally, for filers of 2020 paper IRS Income Tax Returns, IRS Income Tax Return Transcript information is available within 6-8 weeks after the 2020 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 2020 IRS Income Tax Returns, the **2020 IRS Tax Return Transcript(s) or signed copy of the IRS Tax Return, must be provided for each.**