

Cloud County Community College Financial Aid Office

2023-2024 Academic Year – Special Circumstances PJ Request Form

2221 Campus Drive Concordia, KS 66901 • 800-729-5101 Ext. 280

Fax 785-243-1839 • finaid@cloud.edu

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.

Check all of the boxes below 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 for corresponding documentation:

- 2022 Tax Return Transcript **or** signed copy of the 2022 IRS Tax Return **and** 2022 W-2's
- 2023-2024 Estimated Income Form
- 2023 Tax Return Transcript **or** signed copy of the 2023 IRS Tax Return **and** 2023 W-2's

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

Provide **ALL** of the following for corresponding documentation:

- Copy of Marriage Certificate
- V1 Verification Worksheet
- 2021 Tax Return Transcript for Student and Spouse or signed copy of the 2022 IRS Tax Return for both
- 2021 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 for corresponding documentation:

- 2022 Tax Return Transcript **or** signed copy of the 2022 IRS Tax Return **and** 2022 W-2's
- 2023-2024 Estimated Income Form
- 2023 Tax Return Transcript **or** signed copy of the 2023 IRS Tax Return **and** 2023 W-2's

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

Provide the following for corresponding documentation:

- Copy of Form 1099-R for 2021, if applicable

☐ Major Medical expenses not covered by insurance, already paid out-of-pocket

Provide the following for corresponding documentation:

- Copy of Schedule A, if you included medical expenses in your itemized deductions. Otherwise, submit documentation regarding all medical expenses paid.

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

Provide ALL the following for corresponding documentation:

- 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

Provide the following for corresponding documentation:

- 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

Provide ALL the following for corresponding documentation:

- 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 2023, Spring 2024, or Summer 2024 semesters.
- Include the beginning and ending dates of your parent's program in your appeal letter.

***** **Please Note** *****

A Professional Judgment request does not guarantee approval. Even if approved, the recalculation of FAFSA data does not always result in an increase of aid eligibility.

Additional documentation may be requested upon review of your Special Circumstances PJ Request form and documentation that is provided.

If your situation is not listed above, please contact the Financial Aid Office for assistance.

No PJ's will be processed once classes have ceased for the award year or after the student has ceased enrollment.

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

Certification Statement:

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

Student Signature

Date

Parent Signature (Required for Dependent Student)

Date