



# 2009 – 2010 Professional Judgment Appeal

**Complete and Return Form to:**  
Bethune-Cookman University  
Office of Student Financial Aid  
640 Dr. Mary McLeod Bethune  
Daytona Beach, FL 32114-30  
Phone: (386) 481-2620  
or (800) 553-9369  
FAX: (386) 481-2621

Submission of this appeal does not guarantee approval. Incomplete appeals will not be evaluated. Obtain the proper documentation.

As a student, you may appeal your financial aid eligibility based on changes in your and/or your parents'/spouse's circumstances that have reduced their ability to contribute financial support for your educational costs. Complete and submit all appeal documentation to the *Office of Student Financial Aid*. We will make every effort to reply to your appeal within 20 business days. Replies may take longer during peak processing times.

## A. STUDENT INFORMATION

Student Name (Last, First M.I.):	Social Security #:
Address (Include apt. #):	BCU ID #:
City, State, Zip Code:	Email Address:
Home Phone # (       )	Cell Phone # (       )

## B. PROCESSING STEPS

1. **READ** this form **before** completion.
2. Submit **ALL** required documents that are listed below.
3. Review the back side of this form and check mark all the situations that apply to you. Make sure to provide all the necessary documentation for each situation that is checked. We may request additional information.
4. Once the *Professional Judgment Appeal Form* has been reviewed, you will notified of the result.

## C. REQUIRED DOCUMENTATION

In order to file this appeal, the following documentation must be submitted with this form:

- Professional Judgment Appeal Form** with appropriate signatures.
- Appeal Letter** – Provide a letter detailing you situation and reason for appeal.
- Verification Form** – Submit a completed copy of either the Dependent or Independent verification form.
- 2008 Income Tax Return** – Submit a signed copy of the appropriate U.S. Income Tax Returns and all W-2 forms.
- Documentation for each situation selected on the reverse side** – Submit the items listed below each situation selected. Please include the name of the student and social security number on the documents submitted.

## D. STUDENT AND PARENTAL/SPOUSAL CERTIFICATION

To the best of your knowledge, the information in this appeal is true. We understand that misrepresentations of facts in connection with this appeal. Whenever discovered, may be sufficient cause, in and of itself, for cancellation and repayment of financial aid. We understand that parents' and student's federal tax returns will be used to verify the current financial aid application information and that the student will be selected for institutional verification.

Student Signature	Date	Parent/Spouse Signature	Date
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## E. INCOME REDUCTION FROM 2008-2009

Select all that APPLY: (Submit the items listed under each statement you select)

**Decrease in student/spouse income due to loss of employment**

- **Must include estimated gross income of person experiencing loss/reduction of income for at least 10 weeks in 2008 or 2009.**

Student \$ \_\_\_\_\_ Spouse \$ \_\_\_\_\_

- Copies of most recent pay stubs.
- Termination notice from employer on letterhead with last date employment; or letter showing hour reduction.
- Letter of resignation.
- Documentation of income from other sources, such as unemployment compensation.
- A statement from you or your spouse's current/future employer, if any, reporting expected estimated earnings for the rest of 2009.

**Decrease in parent(s) income due to loss of employment**

- **Must include estimated gross income of person experiencing loss/reduction of income for at least 10 weeks in 2008 or 2009.**

Father \$ \_\_\_\_\_ Mother \$ \_\_\_\_\_

- Copies of most recent pay stubs.
- Termination notice from employer on letterhead with last date employment; or letter showing hour reduction.
- Letter of resignation.
- Documentation of income from other sources, such as unemployment compensation.
- A statement from you or your spouse's current/future employer, if any, reporting expected estimated earnings for the rest of 2009.

**Not Residing with/Provided for by Biological Parents** (Student does not live with biological parent or know the whereabouts of parent. The person that cares for the student does not have legal custody. Example: Grandparent supports the student but does not have legal custody.) Boyfriends and Girlfriends are not acceptable.

**List the person(s) you live with:** \_\_\_\_\_

- A personal statement written and signed by person(s) taking care of the student. Indicate how long the student has been in your care and why the biological parent(s) are not caring for the student. Also attach taxes of the person taking care of the student to show that they are claiming them on the tax return.
- Documentation from a school official (high school guidance counselor or teacher) detailing their knowledge of the situation. The official must verify who is supporting the student. This letter should be on school letterhead.

**Loss of unemployment compensation, taxed or untaxed income, or a benefit.** (Income and benefits include: Social Security benefits, Supplemental Security Income (SSI), child support, untaxed retirement or disability benefits, welfare benefits, and Aid to Families with Dependent Children (AFDC or ADC).)

- A personal statement written and signed by your parent or spouse explaining the situation, including information on the type of benefit that was lost. Include the amount of that benefit received in both 2008 and 2009.
- A copy of the termination notice from the granting agency/company, a court order, or a document from a caseworker.

**One-time income** (Parents received a one-time income in 2008 that will not occur in 2009. Examples: moving expense allowance, back-year social security payments, or a divorce settlement. Special circumstance consideration will not be given in this one-time income is the result of an inheritance, pension, IRA, capitol gain, early distributions or insurance settlements.)

- A personal statement written and signed by parents explaining their situation including the source of the one-time income, the amount, the date of the occurrence, and how the funds were used.
- Documentation from an employer, the court, or agency to support your parents' written statement.

**Separation, divorce, or death** (After filing your FAFSA your parents have become separated or divorced or a parent has died.)

- A personal statement written and signed by a parent explaining the parents' situation, including the date of this change.
- In the case of death of a parent, include a copy of the death certificate, an explanation of life insurance proceeds and funeral costs.
- A copy of the legal separation papers or divorce decree.
- If no legal separation exists provide evidence of separate living accommodations such as rental/lease agreements, mortgage papers, or copies of utilities from each parent/spouse.