

BACKGROUND: Professional Judgment is the ability of a financial aid administrator to reassess a student's financial aid due to special or unusual circumstances. Because the FAFSA only requests certain information, the student or parent cannot provide details on the application about any special or unusual circumstances that could impact their ability to pay for college. Therefore, under federal law, financial aid administrators have the authority to take these circumstances into account and make changes to a student's financial aid application (FAFSA). The financial aid administrator's determination of the outcome of the evaluation is final.

SPECIAL CIRCUMSTANCES: The following circumstances *may* warrant a professional judgment evaluation:

- Loss or reduction of employment, wages or unemployment compensation;
- One-time income reported on the tax return (pension distribution, unemployment income, etc.);
- Termination of Child Support Received;
- Divorce, separation, or death of parent or student's spouse;
- Medical or dental expenses not covered by insurance;
- Dependency Override because of an abusive family environment or abandonment by parents.

Evaluations cannot be made because parents refuse to contribute to the student's education or because parents are unwilling to provide information on the FAFSA or for verification.

Step 1: Submit Documentation

- Request the applicable worksheet from the GU Financial Aid Office. (Income Reduction Worksheet, Medical Expense Worksheet, Dependency Override Request Worksheet).
- Documents Needed: The completed worksheet, a written explanation of your circumstances, a **2020** IRS Tax Return **Transcript**, copies of all **2020** W-2 and 1099 forms, proof of expenses paid or proof of loss of income or benefits. (See instructions below to request a Tax Return Transcript.)
- Submit all requested documents to the Greenville University Financial Aid Office.

Instructions for Obtaining an IRS Tax Return Transcript

1. Go to <https://www.irs.gov/individuals/get-transcript>
2. Click on blue button, "Get Transcript ONLINE" for an immediate copy of your transcript; **OR**
3. Click on blue button, "Get Transcript by MAIL"
4. Request a "**Tax Return Transcript**" for the tax year **2020**
5. Remember, if the student *and* spouse both filed federal tax returns, both must request individual transcripts

Or, you may provide a signed copy of the 2020 Federal Tax Return 1040 plus all W2s & schedules used to complete the return.

Step 2: Evaluation

- The evaluation may take up to 8 weeks
- As soon as the evaluation is complete, you will be notified of the outcome by email

If you have questions when completing the worksheet, call the Financial Aid Office at 618-664-7108 or email financialaid@greenville.edu .

Submit items to the GU Financial Aid Office using the upload link in your Financial Aid Hub at fa.greenville.edu or by fax to 618-664-7198. You may mail your documents to Greenville University, Financial Aid Office, 315 E. College Ave., Greenville, IL 62246