

**Randolph College
Professional Judgment Request**

Student Name (print): _____

Randolph College's Financial Aid Office strives to assist students with the financial aid needed to help meet the cost of education. We recognize that unusual circumstances may arise that affect the family's ability to pay, and we are willing to consider requests for Professional Judgment based upon these special circumstances. Such consideration requires that the student and family submit additional documentation in order for the financial aid office to determine eligibility for additional aid (if any).

Please note:

- Randolph College does not award additional institutional aid until the student has been **admitted** and **deposited**.
- The corrections may result in an Expected Family Contribution (EFC) that could be higher than your current records indicate.
- Also, even if the Professional Judgment process results in a lower Expected Family Contribution, the change may not be sufficient to indicate eligibility for need-based financial aid and/or an increase in the financial aid award.
- The decision of the Financial Aid Office is **final** and may not be appealed to the U.S. Department of Education.

Instructions:

- You may submit this form without the additional documentation required; however, Professional Judgment process cannot begin until all necessary documentation is complete and has been submitted.
- Incomplete Review Requests will not be considered.
- **Complete all parts of this form prior to submittal.**

PART ONE: SPECIAL CIRCUMSTANCES

Randolph College will review all appeals for Professional Judgment on an individual basis and make a determination as quickly as possible. Please indicate below the appropriate reason(s) for your request for Professional Judgment.

_____ **Unemployment**

Required Documentation:

- a. Signed letter from employer on company letterhead verifying separation from employment and the effective date of separation.
- b. Any severance benefits that have been (or will be) received.
- c. Proof of earnings up to the last date of employment (last pay stub reflecting year-to-date earnings).

_____ **Divorce/Separation after FAFSA was filed**
Required Documentation:

- a. Copy of legal divorce decree or documentation indicating separate residences.
- b. Letter addressing separation agreement and income and assets reported on FAFSA.
- c. 2017 W-2 from both parents.

_____ **Death of a Parent or Spouse**
Required Documentation:

- a. Copy of Death Certificate.

_____ **Other (Please Specify)**
Required Documentation:

- a. A written explanation of the situation and any relevant documentation (contact the Financial Aid Office for specific documents required).

PART TWO: STUDENT/PARENT CERTIFICATION

I hereby certify that all information contained in this appeal is true and complete to the best of my knowledge. I affirm that I have not knowingly provided any false statements or fraudulent documentation. I understand that if I have knowingly or intentionally given false or fraudulent statements and/or documentation, my appeal will be denied and my eligibility for federal aid may be jeopardized.

Student signature _____ Date _____

Parent signature _____ Date _____

Randolph College use only:

Initial Reviewer:	Approved: <input type="checkbox"/> Denied: <input type="checkbox"/>	Date:
QA Review:		Date:
Comments:		