2012-2013 Professional Judgment Application for Independent Students

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID#</th>
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<td>Last</td>
<td>First</td>
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<td>Middle</td>
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<th>Address</th>
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<td>Street</td>
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<td>City</td>
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<td>State</td>
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<td>Zip Code</td>
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<th>Telephone</th>
<th>HGTC E-mail</th>
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This application is a request for a review of special circumstances that you feel may change your financial aid eligibility. The Financial Aid Office (FAO) requires that you provide certain documents to support your claims of special circumstances. The review process begins with an evaluation of the accuracy of the information you submitted on your Free Application for Federal Student Aid (FAFSA). The FAO will evaluate the documents you submit along with your FAFSA information to determine if you are eligible for any financial aid adjustments.

THINGS TO REMEMBER:
- You must submit a signed copy of your 2011 federal tax transcript, including all schedules. The transcripts can be ordered from www.irs.gov or 800-908-9946. If you and your spouse filed separately, please provide transcripts of both returns.
- You must submit 2011 W-2s and/or 1099 forms with this form.
- Complete and submit the 2012-13 Independent Verification Worksheet.
- Your request will not be considered if the required information is not provided.
- Applications submitted after January 1, 2013 must include copies of 2012 W-2’s and or 1099 forms.
- Applications submitted after March 1, 2013 must include complete signed copies of 2012 federal tax returns with all schedules, 2012 W2-s and or 1099 form.
- We recommend you complete your current award requirements & accept any current financial aid that you wish to use to satisfy your bill. Due to the nature of the Professional Judgment process your request may not be completed before the payment deadline. You must satisfy your semester bill even if your Professional Judgment application has not been reviewed or finalized. Your registration will be cancelled if your bill is not satisfied by the payment deadline.
- Please allow 4 – 6 weeks for processing of this request.
- All documentation must be submitted within 10 business days from the date of notification.
- Complete only the sections that apply to your situation and provide all required documentation.
- If additional information is required, you will be notified by our office.
STEP 1. Explanation of Your Special Circumstance

Provide a detailed letter of explanation regarding your current situation that you are asking us to consider. Please remember to include applicable dates and any documentation supporting your circumstance. If sufficient documentation is not provided, the Professional Judgment Application will be denied due to the application being incomplete.

Step 2. Required for ALL Professional Judgments - Verification information:

☐ The 2012-13 Verification worksheet
☐ A signed copy of your 2011 Federal tax transcript and W2s. The transcripts can be ordered from www.irs.gov or 800-908-9946. If you and your spouse filed separately, please submit transcripts of both returns.

Step 3. Information Required for Review of All Special Circumstances

<table>
<thead>
<tr>
<th>Expected 2012 taxable &amp; nontaxable income &amp; benefits:</th>
<th>Student</th>
<th>Spouse</th>
</tr>
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<tbody>
<tr>
<td>Expected 2012 income from work</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Expected 2012 U.S. income tax to be paid</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Expected 2012 unemployment benefits</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Expected 2012 amounts from other taxable income &amp; benefits</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Expected 2012 amounts from untaxed income &amp; benefits</td>
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STEP 4. EXPLANATION OF CIRCUMSTANCES AND ADDITIONAL REQUIRED DOCUMENTS

Check the box that corresponds to your situation and provide the documentation listed whenever applicable.

A. Student or spouse total loss of employment for more than 10 consecutive weeks in 2012.

☐ Termination or cessation of employment for _______ weeks in 2012. Required documentation:

- Employer’s written documentation of termination/cessation of employment.
- Copy of most recent paystubs or statement of earnings to date for all 2012 employment (student & spouse)
- Notice of application for unemployment compensation and amount received to date in 2012
- Documentation of all other sources of student and spouse income (taxable and non-taxable)

☐ Total loss of employment due to disability or natural disaster for at least 10 weeks in 2012. Number of weeks in 2012: _______. Required documentation:

- Attending Doctor’s statement of disability
- Notification of Worker’s Compensation
- Documentation of employer disability payments
- Documentation of date disability or natural disaster resulted in termination of employment
- Documentation of Official Declaration of Natural Disaster status
B. **Student or spouse had total loss of an untaxed income or benefit.** Don’t include V.A. education benefits.

- Loss of Disability benefit. Last Date Received_________________. Please provide the following:
  - Benefit provider’s notification of loss of benefit
  - Copies of most recent paystubs or statements of student’s & spouse’s 2012 earnings to date
  - Documentation of all other sources of student & spouse income (taxable and non-taxable)

- Loss of Unemployment compensation, Last Date Received____________ 
  - Submit notice of application for unemployment compensation and calendar year amount received to date

- Loss of Court Ordered Child Support, Last Date Received______________
  - Submit Court documents verifying loss and the date and conditions

C. **You have already filed your FAFSA or Renewal FAFSA and, since that time:**

- You and your spouse separated or divorced. Date of separation/divorce_________________________ MM/DD/YY

- Your spouse has died. Date of Death_________________________ MM/DD/YY
  
  Required documentation:
  - Copy of court documented separation or divorce decree/settlement OR
  - Copy of spouse’s death certificate or obituary

D. **Other:** ___________________________________________________________________

  - Submit a Letter of explanation regarding your particular situation and documentation.

**Certification Statement:** I swear under penalty of perjury all of the information contained in this application is true to the best of my knowledge. **I understand that providing intentionally false or misleading information in an attempt to obtain federal financial aid can result in a fine of up to $20,000 and/or incarceration.**

I understand that failure to provide the required documentation will result in denial of this application.