

2018/2019 Special Circumstance Income Reduction/Unusual Situation

*Approved Special Circumstances do not guarantee any additional aid will be awarded.
Excluding peak periods, the estimated timeframe for a review is 6 to 8 weeks.*

Students Name: _____ ID: _____

Address: _____

City: _____ State: _____ Zipcode: _____ Phone: _____

A professional judgement allows a school's financial aid administrator to re-evaluate and to possibly adjust or make changes to the data elements on the Free Application for Federal Student Aid (FAFSA) as it relates to the family's income and assets generating a new estimated family contribution (EFC) figure.

This form should only be used AFTER the current FAFSA has been submitted. You are completing this form because you or your parent indicated a recent unusual or extenuating circumstance.

Each request for review is evaluated on an individual basis. In order to have your award re-evaluated your initial award must be processed first, especially if selected for verification. Circumstances which might be considered unusual or extenuating may include but not limited to areas listed below. Please check the situation that applies:

Income Reduction (Income will be less in 2016 than in 2015 and was 6 months in length or more):

Loss of Employment

Decrease in salary/wages

Unusual Situations:

Exceptions to normal income (inheritance, IRA withdrawal, etc.)

Loss of business/farm due to bankruptcy, foreclosure, etc.

Other situation not listed above (Please explain in detail)

The below documentation is REQUIRED for the review of your application

- A detailed statement explaining your circumstance, signed and dated.
- 2016 IRS Tax Transcript (download or request a copy at www.irs.gov)
 - **Income Reductions:**
 - Signed copy of filed 2017 Tax Return
 - 2016 W2's

William Peace University
Office of Financial Aid
15 E. Peace St. Raleigh, NC 27604



Tel: 919.508.2349
Fax: 919.508.2325
Email: FinAid@peace.edu

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- 2017 W2's
- Any supporting documentation i.e. unemployment benefits letter, end of employment letter from employer
- **Exceptions to normal income:**
 - Letter from an attorney, accountant or the income source to verify status
- **Loss of business/farm:**
 - Letter from an attorney or accountant to verify status of the property/asset lost
- **Other situation:**
 - If Retirement:
 - Type of retirement and monthly pension(s) amount(s)
 - If Disability:
 - Personal statement
 - Proof of disability and monthly benefits received
 - If other situation:
 - Documentation to support claim

Additional documentation may be required before a professional judgement can be made.

Certification of Statement

I/We certify that the information provided on the form is complete and accurate to the best of my/our knowledge. If additional changes occur during the academic year that would alter the information provided on this Professional Judgement form, I/We will immediately contact the Office of Financial Aid.

Application must be signed by student and will not be accepted without all signatures of parties involved.

Student Signature: _____ Date: _____

Spouse Signature: _____ Date: _____
(if independent and married)

Parent 1 Signature: _____ Date: _____
(if dependent student)

Parent 2 Signature: _____ Date: _____
(if dependent student)

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