



Professional Judgment Request Due to Special Circumstances 2019-2020

For Office Use Only:	
Verified:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Verif. Done?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
EFC =	

IMPORTANT: This form may only be submitted on or after October 1, 2019

NOTIFY THE CASHIERS OFFICE: if you have an unpaid tuition balance and are awaiting the results of this request!

Student Information

Student ID #	Student's Last Name	Student's First Name	MI
Address	City	State	Zip
Program of Study	Phone Number ()	Email Address (other than school email)	

Instructions

Students must be admitted into a Financial Aid eligible program before submitting this form.
Requests **will NOT be reviewed** if your current **EFC** (Expected Family Contribution) is **100 or lower**.

A Request for Professional Judgment may be filed if you have extenuating circumstances, which you believe warrant a reevaluation of your financial aid.

Circumstances may include, but are not limited to:

Loss or change of employment	Loss or change in the amount of child support, Social Security, or other benefits
Decrease/Reduction in income	Death of parent(s) or spouse

Circumstances that are NOT considered special and will NOT be reviewed:

Standard living expenses (utilities, credit card payments, mortgages, rent, medical insurance premiums)	Refusal of a parent to provide financial support
Chapter 7 personal bankruptcy	Anything that "might happen" in the future such as a pending reduction in income

Who Experienced the Special Circumstance: (check all that apply)

<input type="checkbox"/> YOU (the Student)	<input type="checkbox"/> Student's Spouse	<input type="checkbox"/> Father / Step-Father	<input type="checkbox"/> Mother / Step-Mother
Name (first, last):			
Phone Number:			
Email Address:			

Each Special Circumstances Form Must Include the Following:

- ✓ This form, completed, signed, and dated by student and the spouse or parent (if applicable).
- ✓ Type and attach a **self-written/signed letter** explaining your situation.
 - Include as much detail as possible, including dates, figures, etc. so that we have an accurate understanding of how your financial situation has changed and what it will be between 7/1/2019 and 6/30/2020.
 - To view an example of a completed form and letter, please go to www.ntc.edu>Student Portal>Financial Aid>Financial Aid Forms and look for *Sample of Professional Judgment Request due to Special Circumstances 2019-2020*.
- ✓ WORKER'S COMPENSATION annual benefit statement for any of the above individuals (if applicable).

Please Indicate The Special Circumstance(s) You Would Like Our Office to Consider:

Check Reason	Documentation Required
<p style="text-align: center;"><input type="checkbox"/></p> <p>Loss of Employment</p>	<p>Effective Date: _____</p> <p>Name of Employer and Hire Date: _____</p> <p>Please attach:</p> <ul style="list-style-type: none"> ✓ Letter or notification from employer concerning loss of job. ✓ Are there unemployment benefits? (if yes, provide documentation and amount) ✓ Is there a severance package? (if yes, provide documentation and amount) ✓ Copy of last pay stub ✓ Attach documentation for any other source of income (business, farm, in-kind support, etc.)
<p style="text-align: center;"><input type="checkbox"/></p> <p>Reduction in Income</p> <p>(Will your total income be less in 2019 than what was reported on your 2017 tax return?)</p>	<p>Date of Income Change: _____</p> <p>Name of Employer and Hire Date: _____</p> <p>Please attach:</p> <ul style="list-style-type: none"> ✓ Letter or notification from employer addressing the change in job status. ✓ Copy of last pay stub reflecting previous pay rate. ✓ Copy of current pay stub reflecting current pay rate and year-to-date earnings. ✓ In your personal letter explaining your special circumstances, you must include your new salary or hourly wage and your hours scheduled per week.
<p style="text-align: center;"><input type="checkbox"/></p> <p>Reduction or Loss of Untaxed Income and/or Benefits</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Unemployment Benefits: <ul style="list-style-type: none"> ✓ Attach an official statement indicating termination of unemployment compensation, stating the ending date and monthly amount received. <input type="checkbox"/> Child Support: <ul style="list-style-type: none"> ✓ Attach a copy of Court or Child Service Agency documents stating benefit ending date, monthly amount received, and total amount received in 2018 for specific child or children. ✓ Attach a copy of the divorce decree. <input type="checkbox"/> Social Security: <ul style="list-style-type: none"> ✓ Attach a copy of the notification you received concerning your loss of Social Security income stating the benefit ending date and monthly amount received. <input type="checkbox"/> Other: Please specify: <p>_____</p> <ul style="list-style-type: none"> ✓ Attach supporting documentation from the resource, describing the benefit, the timeline it was received, the reason(s) it is no longer available, the ending date, and monthly amount received.



**Reduction in
Income Due to
Death of a Spouse
or Parent**

- ✓ A copy of the death certificate or obituary notice.
- ✓ Are there survivor benefits (Social Security, life insurance, etc.)?
 - Yes – Provide documentation.
 - No – Provide statement in your letter indicating no benefits are to be received.

Requests are typically reviewed within 3 – 4 weeks. Depending on your circumstances and current eligibility, the review may or may not warrant a change in your overall financial aid package. The Financial Aid Office will notify you of the results with an email to your NTC student email account. If you have any questions, please feel free to email our office at financialaid@ntc.edu .

Certification:

I certify that the information provided on this form and accompanying documentation is true and correct to the best of my knowledge. I understand that underestimating projected income or giving false or misleading information could not only result in reduced eligibility, repayment of aid, or both in the current or next academic year; but also result in being referred to the United States Department of Education’s Inspector General leading to fines, jail, or both. I further understand that submission of this form does not guarantee an increase in my financial aid package.

Student Signature

ID #

Date

Spouse's or Parent's Signature

Date

Return documentation to the Financial Aid Office via:

Email: financialaid@ntc.edu

Mail: 1000 W Campus Drive, Wausau WI 54401

Fax: 715.301.2904

OR: drop off at the Financial Aid Office

A financial aid advisor is available to discuss your situation or answer questions as you complete this form. Please feel free to call us for assistance at 715.803.1647 or 888.NTC.7144.

Decisions on special circumstances vary by institution and are at the discretion of the Financial Aid Office.