

2024-2025 Request for Professional Judgment Due to Special Circumstances

Student Information

_____ W00 _____
 Last Name First M.I. Student I.D. Phone Number

Instructions: You must read and complete this form in its entirety. Your request will be **DENIED** if you fail to provide **accurate and complete information**, along with adequate **required and additional supporting documentation** as explained below.

PLEASE NOTE: If your Student Aid Index (SAI) on the Free Application for Federal Student Aid (FAFSA) is negative or “0” you are already receiving the **maximum in federal grants, so this request cannot change your eligibility.**

Wilmington University recognizes that standard financial aid forms do not always capture the full financial profile of our students and their families due to **special circumstances**. With Professional Judgment, the Financial Aid Office **MAY** be able to adjust your FAFSA which **MAY** result in a recalculation of aid eligibility at Wilmington University. All Professional Judgment cases are subject to review and are not guaranteed to result in any additional financial aid.

FAMILY SIZE INFORMATION

List the people you or your parent(s) will support between July 1, 2024, and June 30, 2025. Family size includes the following:

DEPENDENT STUDENT

- The student
- The student’s parents, even if the student is not living with them. Exclude a parent who has died or is not living in the household because of legal separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
- The student’s siblings if the following are true.
 - They live with the student’s parents (or live apart because of college enrollment),
 - They receive more than half of their support from the student’s parents, and
 - They will continue to receive more than half their support from the student’s parents during the award year.
- Other persons if the following are true:
 - They live with the student’s parents,
 - They receive more than half of their support from the student’s parents, and
 - They will continue to receive more than half their support from the student’s parents during the award year.

INDEPENDENT STUDENT

- The student
- The student’s spouse, if applicable.
- The student’s dependent children if the following are true.
 - They live with the student (or live apart because of college enrollment);
 - They receive more than half of their support from the student; and
 - They will continue to receive more than half their support from the student during the award year.
- Other persons if the following are true:

- They live with the student;
- They receive more than half of their support from the student; and
- They will continue to receive more than half their support from the student during the award year.

The provided criteria for “dependent children” or “other persons” align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S tax return at the time of completing the 2024-2025 FAFSA. As a result, the parent should not include any unborn children in the family size.

Write the name of the college below for any household member, excluding your parent/s (for dependent students), who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2024, and June 30, 2025.

IMPORTANT: Parent(s) college enrollment status is not considered for a dependent student.

If more space is required, attach a separate page with the student’s name and page number at the top.

Full Name	Age	Relationship	Will be enrolled at Least Half Time? Circle Yes or No	Name of College
<i>Example: Jane Smith</i>	22	SELF	No Yes	Wilmington University
			No Yes	
			No Yes	
			No Yes	
			No Yes	
			No Yes	

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Special Circumstances:

Check the appropriate reason(s) for your Professional Judgement Request below and submit the appropriate supporting documentation as indicated. *You must have already received an initial 2024-2025 financial aid award on a valid 2024-2025 FAFSA.*

✓	Reason for Request	Required Documentation
	Loss /Reduction in Employment (Unemployment must be at least for 8 weeks before a request will be considered.)	<ul style="list-style-type: none"> • A letter from the former employer on company letterhead detailing the employee’s termination/separation date. • Notice of severance/pay-out. • Notice of unemployment benefits. • A copy of the employee’s year-to-date pay stub. • A copy of the last completed whole calendar year for tax forms and W-2’s from January through December.
	Loss/Reduction of Income or Benefits (Such as Social Security benefits, Unemployment benefits, Child support, etc.)	<ul style="list-style-type: none"> • A copy of a letter from the appropriate state or federal agency that specifies the termination date and the amount of benefits received. • Benefits schedule.
	Divorce of Legal Separation	<ul style="list-style-type: none"> • A copy of the divorce decree or separation agreement (preferably from a lawyer.) • Documentation indicating that the divorce or separated parties have been living separately and have incurred their own living expenses (i.e., utility bills, lease, etc.)

		<ul style="list-style-type: none"> • A copy of the last completed whole calendar year for tax forms and W-2's from January through December.
	Death of Parents(s) or Spouse	<ul style="list-style-type: none"> • A copy of the obituary. • A copy of the last completed whole calendar year for tax forms and W-2's from January through December.
	Unusual Medical/Dental Expenses	<ul style="list-style-type: none"> • A copy of Schedule A from your 2021, 2022, 2023 income tax return. • Copies of canceled checks for out-of-pocket expenses and/or receipts of payments. • A copy of your FSA (Flexible Spending Account) or HAS account showing payments <u>and/or</u> a copy of your account listing payments and dates.
	Other	<ul style="list-style-type: none"> • A written explanation of the situation. • Any relevant documentation.

Please write below a summary of your Special Circumstances. Please indicate the date of change, who was and has been affected. Please use the back of the page if you need more room.

CERTIFICATION: I certify that the information provided in this petition is true and complete to the best of my

knowledge.

Student's Signature: _____ **Date:** _____
(Required)

Parent's Signature: _____ **Date:** _____
(Required for Dependent Students)-

Spouse's Signature: _____ **Date:** _____
(Optional for Independent Student)

Once your completed request is submitted along with all required documents, a financial aid advisor will review your request and notify you of the result.

Please note that submitting this form does not guarantee that your request will be approved, or that you will be eligible for additional aid. In many cases professional judgment adjustments made to the FAFSA do not result in significant changes to the SAI (Student Aid Index) and, therefore, do not change a student's financial aid package. Additionally, decisions are school-specific, apply to only one academic year, and are final.