

## 2023-2024 Professional Judgment Request Form

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
YoteMail

The Financial Aid Office may consider a student's unusual circumstances to adjust the FAFSA data elements used to calculate the Expected Family Contribution (EFC) and/or change a student's dependency status, according to federal education laws and guidelines set by the U.S. Department of Education.

### Complete the following steps:

- Write a detailed letter of explanation outlining your unusual circumstances, sign the letter, then submit with this form.
- Submit non-returnable copies of required documentation listed for each item you checked below. Place student's name and College of Idaho ID Number on top of each document. All supporting letters must be signed by the author and on letterhead (if applicable).
- Ensure a 2023-2024 FAFSA has been submitted at studentaid.gov with the College of Idaho school code (001617).

### Reason for Request:

Check the reason(s) and submit the required supporting documentation.

#### ☐ **Loss of income or change in income:**

Select income year to be used in Professional Judgment: ☐ 2022 (Actual) ☐ 2023 (Estimated)

Select individual who experienced loss of income: ☐ Parent ☐ Student ☐ Student's Spouse

- Submit proof of year to date income and/or year to date expected income
- For a loss of income, include documentation that provides the reason for and date of income loss
- Include most recent paystub(s) and letter from employer(s)

#### ☐ **Change of student's marital status from single to married:**

- Copy of marriage certificate
- Copies of 2021 IRS Tax Return Transcripts for both parties

#### ☐ **Death of a parent or spouse:**

- Submit a copy of the death certificate
- Submit surviving parent's or student's expected current-year income

**Reason for Request (continued):**

☐ **Birth of a child during the school year:**

- Submit doctor's note indicating expected birthdate of child
- Provide proof the student is providing 50% or more support for the child

☐ **Divorce or separation:**

**Select individual Divorcing or Separating:**    ☐ **Parent**    ☐ **Student**

- Submit a copy of the divorce decree or a letter of separation
- Independent students should include 2021 IRS Tax Return Transcript and W-2 form(s)
- Dependent students should include 2021 IRS Tax Return Transcript and W-2 form(s) for both parents

☐ **Medical and dental expenses paid – not covered by insurance:**

- Submit proof of actual medical and dental **payments made** in 2021 not reimbursed by insurance

☐ **Other extenuating circumstances:** \_\_\_\_\_

- Submit complete documentation to support your reason(s) for requesting consideration.
- We will **NOT** consider consumer debt (e.g., auto loans, credit card payments, and mortgage) as a reason for professional judgment adjustments

Allow 2-4 weeks for processing. You will receive a notification of the outcome via your YoteMail. **Please note all decisions are final.** Additional documentation may be requested to support your situation. Any request submitted without documentation will be delayed.

Students who have been selected for verification **MUST** complete that process before their Professional Judgment Request will be reviewed. Check Self-Service for required verification documents.

\_\_\_\_\_  
Student's Signature (Digital signatures not accepted)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (for Dependent students) (Digital signatures not accepted)

\_\_\_\_\_  
Date

**Submit Completed Professional Judgment Packet:**

Mail/Drop off: Financial Aid Office  
Hendren Hall  
2112 Cleveland Blvd  
Caldwell, ID 83605

Fax to: (208) 459-5844