

2018 - 2019
Gavilan College – Financial Aid Office
Student Request for Professional Judgment

If you (or your spouse) have experienced extenuating circumstances (financial, household size) in 2018, you may request a review of your information to determine if **professional judgment** is appropriate. Professional judgment is used by the Financial Aid Office only when the outcome results in a lower **Expected Family Contribution (EFC)**. The EFC is used to award federal grants, work study and student loans.

You will be required to provide supporting documentation to verify your situation.

The Financial Aid Office will notify you as to the outcome of this request.

This is a 3-part process.

Part 1: To be Completed by Financial Aid Office

 Student Name

 Gavilan ID

1. Would student benefit from professional judgment?

EFC must be greater than zero.

EFC=_____ on Transaction # _____

2. Student is required to submit the following verification documents:

- Independent Verification Worksheet **and one** of the following:
- Parent's 2016 Tax Return & W-2 Forms
 - Use IRS Data Retrieval to transfer income from IRS to FAFSA
 - Submit IRS Tax Transcript for: Parent Student

3. Documentation Requested of Student & Spouse for 2018:

_____ W2 Forms for 2017

_____ Workers Compensation statement

_____ Last check stub with Year-to-Date earnings

_____ Disability statement

_____ Letter of termination from your employer

_____ Divorce documents

_____ Unemployment benefits statement

_____ Death certificate

_____ Notice of Action (TANF)

_____ Other _____

_____ Social Security benefits statement

_____ Other _____

 Staff Signature

 Date

Student Name _____

Gavilan ID _____

Part 2: To be Completed by Student

What income, household changes are you reporting for 2018?

Check the appropriate situation(s):

Date this became effective:

- You've been unemployed since _____/_____/_____
- Separation since _____/_____/_____
- Divorce since _____/_____/_____
- Death of spouse _____/_____/_____
- Other _____/_____/_____

Student's Income from January – December 2018:

Wages from Work

Year to date amount from most recent check stub or W-2?	Employer	Currently working w/this employer?	If yes, how many hrs are you working?
\$ _____	_____	_____	_____ hrs per _____
\$ _____	_____	_____	_____ hrs per _____
\$ _____	_____	_____	_____ hrs per _____
\$ _____	_____	_____	_____ hrs per _____

All other income & benefits

	Source	Currently receiving these benefits?	If benefits will stop/stopped list date benefits will stop(ped)
\$ _____ every _____	_____	_____	_____
\$ _____ every _____	_____	_____	_____
\$ _____ every _____	_____	_____	_____
\$ _____ every _____	_____	_____	_____

Student Name _____

Gavilan ID _____

Part 2: To be Completed by Student (continued)

Spouse's Income from January – December 2018:

Wages from Work

Year to date amount from most recent check stub or W-2?	Employer	Currently working w/this employer?	If yes, how many hrs are you working?
\$ _____	_____	_____	_____ hrs per _____
\$ _____	_____	_____	_____ hrs per _____
\$ _____	_____	_____	_____ hrs per _____
\$ _____	_____	_____	_____ hrs per _____

All other income & benefits

	Source	Currently receiving these benefits?	If benefits will stop/stopped list date benefits will stop(ped)
\$ _____ every _____	_____	_____	_____
\$ _____ every _____	_____	_____	_____
\$ _____ every _____	_____	_____	_____
\$ _____ every _____	_____	_____	_____

Part 3: Certification (Read carefully before you sign)

My signature below indicates:

- Information submitted on this form and attached documentation is true and correct.
- I understand if I purposely give false or misleading information:
 - The Financial Aid Office is required to correct any discrepancies.
 - I will be billed for aid I was not eligible to receive.
 - A hold will be placed on my student account, until all funds owed to Gavilan College are paid in full.
 - A national hold will be reported to the U.S. Dept. of Education, which will prevent me from collecting future grants, work study and student loans at any U.S. college, university, until I repay all aid to Gavilan College.

Student's Signature _____

Date _____