

2023-2024 Special Circumstance Request Form

Name

ID Number

Program/Start Date

The Financial Aid Office may consider a student's special 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, ID Number and Program & Start Date 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 Apex Technical School code (00751800) or Electrical program (00751803)

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 2023 2024

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

- Copies of 2021 & 2022 IRS Tax Return Transcripts or Signed 1040's for all parties
- For Non-Filers – copies of 2021 & 2022 Non-Tax Filers and W2's for all parties
- 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 (unjustified resignation will not be considered)
- 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 & 2022 IRS Tax Return Transcripts for both parties

Death of a 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 & 2022 IRS Tax Return Transcript and W-2 form(s)
- Dependent students should include 2021 & 2022 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 2022-2023 not reimbursed by insurance.

Private elementary or secondary education tuition for dependent children:

- Submit a letter from the school on official letterhead documenting tuition paid for the 2022-2023 academic year.

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 4-6 weeks for processing. You will receive a notification of the outcome via your email **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.

Student's Signature

Date

Parent's Signature for Dependent students

Date

Submit Completed Professional Judgment Packet:

Drop off: Financial Aid Office
Room 117

Fax to: (212) 691-3866

DO NOT EMAIL THIS DOCUMENT OR ANY OTHER DOCUMENT WITH YOUR PERSONAL INFORMATION