



2021-2022 Professional Judgment Request Form

2122 PJ
Financial Aid Office
401 Thomas Run Road
Bel Air, MD 21015
finaid@harford.edu

Note: All supporting documentation must be received prior to appeal being considered. Appointments will only be scheduled if additional information is needed.

Student's Name: _____ Harford ID# _____
Please Print

Check one condition below that best describes the change in your financial situation. Please sign below and complete the personal letter of explanation on reverse side outlining all dates. **ATTACH ALL REQUIRED DOCUMENTATION.** Upon review of your appeal, additional documentation may be required.

- Unusual medical and dental expenses**
 - Proof of payment (receipts/cancelled checks) made by student, spouse (if married), or parents (if dependent). Invoices are not sufficient documentation.
 - Personal letter of explanation detailing request for special conditions.
- Elementary or secondary school tuition paid** in 2019 by you (if independent) or your parent (if dependent) that is also projected during 2021
 - Submit receipts for tuition payments and personal letter of explanation.
- Unemployment or change in employment** that has reduced your income (if independent) or your parent's income (if dependent) by at least 20% since 2019
 - Submit personal letter of explanation, 2019 and 2020 Federal Tax Return Transcripts, W-2s, dated letter of resignation/termination, unemployment compensation information and year-to-date pay stubs for both parents (if dependent) or student and spouse (if married) for 2021.
- Divorce or separation of parents (if dependent) or from spouse (if married)**
 - Submit personal letter of explanation, 2019 Federal Tax Return Transcript, W-2s, and copy of divorce or separation agreement.
- Death of Parent (if dependent) or Spouse (if married)**
 - Submit personal letter of explanation, 2019 Federal Tax Return Transcript, W-2s, and copy of death certificate.
- Disability of student, spouse (if married) or parent (if dependent).**
 - Submit personal letter of explanation, 2019 Federal Tax Return Transcript, W-2s and doctor's statement detailing length and type of disability.
- Loss of one-time income** (examples: inheritance, moving expense allowance, back-year Social Security payments, or IRA or pension distribution).
 - Submit personal letter of explanation, 2019 and 2020 Federal Tax Return Transcripts, W-2s and statement identifying source of income and how funds were spent or invested.
- Loss of untaxed income of at least \$1,000 since 2019**
 - Submit personal letter of explanation and documentation that the benefit has ceased.

* NOTE: According to MD law, educators are required to report suspected current and past abuse (including but not limited to child abuse and neglect). This is required even if the former victim is an adult and/or the alleged abuser is deceased at the time of the disclosure. Furthermore, according to Harford Community College's Sexual Harassment and Discrimination Policy and Procedures, financial aid staff must disclose instances of sexual harassment and discrimination to the College's Title IX Coordinator. If you disclose information to the Financial Aid Office staff, whether in-person or in writing, it may be subject to reporting by Harford Community College. If you have any concerns regarding this requirement, please contact the Student Affairs office at studentaffairs@harford.edu or 443-412-2142 .

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Student's Signature _____ Date _____

