



2022-2023 Professional Judgment Request Form

2223 PJ
Financial Aid Office
401 Thomas Run Road
Bel Air, MD 21015
finaid@harford.edu

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

Part I:

Check one condition below that best describes the change in your financial situation. Please sign below and complete a personal letter of explanation 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 2020 by you (if independent) or your parent (if dependent) that is also projected during 2022
 - Submit receipts for tuition payments
 - 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 2020
 - Submit personal letter of explanation
 - 2020 and 2021 Federal Tax Return Transcripts
 - W-2s
 - Dated letter of resignation/termination
 - Submit unemployment compensation information
 - Year-to-date pay stubs for both parents (if dependent) or student and spouse (if married) for 2022
- Divorce or separation of parents (if dependent) or from spouse (if married)**
 - Submit personal letter of explanation
 - 2020 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
 - 2020 Federal Tax Return Transcript
 - W-2s
 - Copy of death certificate
- Disability of student, spouse (if married) or parent (if dependent)**
 - Submit personal letter of explanation
 - 2020 Federal Tax Return Transcript
 - W-2s
 - 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
 - 2020 and 2021 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 2020**
 - Submit personal letter of explanation and documentation that the benefit has ceased

Part II:

The projection below is to determine what you are projecting your income for **2022**. Please put 0 or N/A for the categories that don't apply to you. Any blank will be an automatic 0.

Type of income	Student	Spouse	Father	Mother
Income Earned from working	\$	\$	\$	\$
Unemployment compensation	\$	\$	\$	\$
Severance pay	\$	\$	\$	\$
Social Security benefits	\$	\$	\$	\$
Child support received	\$	\$	\$	\$
Public Assistance/ TANF	\$	\$	\$	\$
Tax exempt interest income	\$	\$	\$	\$
Other income and Benefits	\$	\$	\$	\$
Total Anticipated income	\$	\$	\$	\$

PART III:

Please provide a detailed personal letter of explanation outlining what your situation is and the dates pertaining to your situation.

CERTIFICATION:

I understand that intentionally false statements or misrepresentations will result in cancellation of my request. I understand that if my request is approved, the recalculation of my eligibility does not guarantee receipt of additional aid.

All of the information on this form is complete and correct to the best of my knowledge. If asked by an authorized official, I agree to give proof of the information that I have given on this form. I also realize that if I do not give proof when asked, I may not be processed for financial aid.

* 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.

BE SURE TO ATTACH ALL DOCUMENTS TO SUPPORT YOUR REQUEST.

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

Parent's Signature _____
(if student is dependent)

Student's Signature _____

