

## Professional Judgment for Estimated Loss of Income

**Student Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_ **Academic Year:** 2023-2024

When there are unusual situations or circumstances that impact your federal student aid eligibility, federal regulations give a financial aid administrator discretion or professional judgment (PJ) on a case-by-case basis and with adequate documentation to make adjustments to the data elements on the Free Application for Federal Student Aid (FAFSA) form that impact your Expected Family Contribution (EFC) to gain a more accurate assessment of your family's ability to contribute to your cost of education.

### UNDERSTAND THE FOLLOWING:

- Not all PJ requests will result in a change in financial aid eligibility.
- Upon review of the submitted information, we may be required to request additional information.
- The processing time for PJ requests is approximately 10-15 business days after all required documentation has been collected and all forms have been signed by the student and the parent. Peak periods may result in longer processing times.

### DOCUMENTS REQUIRED TO REQUEST A PROFESSIONAL JUDGMENT:

- A completed and signed PJ request form (this form).
- A typed and signed letter describing the financial changes between the 2021 tax information used on the 2023-2024 FAFSA and the current circumstances. The letter should clearly explain the dates indicating when the circumstances occurred, as well as specific dollar amounts reflected in supporting documentation. The letter should outline any prospects of future employment, as well as received severance packages.
- If you or your spouse has lost or changed jobs, you will need to provide a copy of your final paystub from previous employers. If applicable, copies of your 3 most recent paystubs for all current jobs.
- Letter on company letterhead from your or spouse's previous employer(s) stating the last date of employment.
- If applicable, documentation from the Unemployment Compensation Office of the benefit amount that will be received.

Please return your signed form and, if applicable, all requested documentation to the UofL Student Financial Aid Office using one of the options below:

This form must be printed then signed with a **handwritten signature(s)** before submitting.

<b>ULink Financial Aid Document Upload<sup>1</sup>:</b>	Log into your student <b>ULink</b> account at <a href="https://ulink.louisville.edu/">https://ulink.louisville.edu/</a> , open your 'Financial Aid' tile and select the 'Financial Aid Document Upload' menu.  For additional information, please visit <a href="https://louisville.edu/financialaid/other-information/financial-document-upload">https://louisville.edu/financialaid/other-information/financial-document-upload</a> .
<b>Mail/In Person:</b>	Student Financial Aid Office, Houchens Building Room 110, University of Louisville, Louisville, KY 40292
<b>Fax Number:</b>	502.852.0182

**<sup>1</sup>DO NOT E-MAIL this form or attachments;** the options above are the only permissible way to securely submit documents to the UofL Student Financial Aid Office.

**DO NOT submit this form or attachments to any other office.**

After reviewing your form and documentation, our office may request additional information or documentation, request that you make corrections to your FAFSA, or make corrections to your FAFSA<sup>2</sup>. Make sure to monitor your UofL e-mail account and Tasks list for additional information about the status of your account. Please note there may be a hold placed on your account until all information is verified. Processing is completed when you no longer see "Professional Judgment" in your ULink Task Tile. If you have any questions, or need additional information, please contact our office at (502) 852-5511.

**COMPLETE THE FOLLOWING CHARTS:** The signed statement and documentation should coincide with the amounts listed in order for the University of Louisville to be authorized to update your FAFSA information. All lines must contain an amount. Indicate zero (0) if the listed income will not be received.

Student/Spouse's Projected 2023 Taxable Income	
Gross Earnings or Wages:	\$ _____
Interest and Dividend Income:	\$ _____
Business/Farm Income:	\$ _____
Pension/IRA Distribution:	\$ _____
Rental Real Estate Income:	\$ _____
Unemployment Compensation:	\$ _____
Taxable Social Security Benefits/Disability:	\$ _____
Workers' Compensation:	\$ _____
Alimony Received:	\$ _____
Other taxable income or benefits:	\$ _____
Capital Gain or Loss:	\$ _____

Student/Spouse's Projected 2023 Untaxed Income	
Payments to tax-deferred pension/savings plans:	\$ _____
IRA deductions:	\$ _____
Payments to self-employed SEP, SIMPLE, KEOGH and other qualified plans:	\$ _____
Child support received for all children:	\$ _____
Tax exempt interest income:	\$ _____
Untaxed portions of IRA distributions:	\$ _____
Untaxed portions of pensions/annuities:	\$ _____
Housing, food, and other living allowances paid by other:	\$ _____
Disability benefits, workers' compensation, etc.:	\$ _____
Other untaxed income and benefits not reported elsewhere:	\$ _____
Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form: <small>This includes money that you received from a parent or other person whose financial information is not reported on this form and that is not part of a legal child support agreement.</small>	\$ _____

Student/Spouse's Projected 2023 Additional Financial Information			
Education Credits:	\$ _____	Taxable grants and scholarships:	\$ _____
Child Support paid due to divorce, separation, legal requirement:	\$ _____	Combat pay or special combat pay:	\$ _____
Taxable need-based earnings (Federal Work-Study, fellowships, etc.):	\$ _____		

**By signing below I certify that I have read the professional judgment information sheet and provided a signed statement explaining my situation in detail. I certify that all the information submitted as part of this request is complete and correct. I understand that if I purposely give false or misleading information on this form I may be fined up to \$20,000, sent to prison, or both. I also authorize the Financial Aid Office to update my FAFSA data to reflect the changes for the Professional Judgment. I understand that based on the information provided, additional information and documentation may be requested.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Office Use Only**

Did student submit prior year PJ Request? \_\_\_\_\_ Complete SAR/ISIR Correction Form \_\_\_\_\_ Complete Counselor PJ Checklist \_\_\_\_\_

<sup>2</sup>Federal law requires the resolution of any potentially conflicting information. We may make a correction to your FAFSA, which may result in a change to your eligibility for federal student aid. Corrections made by either our office or you could result in the requirement to provide additional information.