

## Professional Judgment for Loss of Income

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Academic Year: 2024-2025

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 Student Aid Index (SAI) 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 2022 tax information that was used on the 2024-2025 FAFSA and the current circumstances. The letter should clearly explain the dates indicating when circumstances occurred, as well as specific dollar amounts reflected in supporting documentation.
- A **signed copy** of pages 1 and 2 of the **2023** IRS 1040 tax form (if not already submitted).
- If applicable, copies of **2023** IRS Schedules C, 1, 2 and 3 tax forms (if not already submitted).
- Copies of the **2023** IRS Form W-2s (if not already submitted).

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.

ULink Financial Aid Document Upload <sup>1</sup> :	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> .
Mail/In Person:	Student Financial Aid Office, Houchens Building Room 110, University of Louisville, Louisville, KY 40292
Fax Number:	502.852.0182

**1DO 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 CHART:** 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.

**Additional information regarding your and your spouse's (if married) 2023 IRS Tax Return**

**Taxable grants, scholarships, and/or AmeriCorps benefits:**

Only include the *taxable* amount you (and/or your spouse if married) included in your 2023 IRS 1040 Adjusted Gross Income.

\$ \_\_\_\_\_

**Did you (and/or your spouse if married) file an IRS Schedule A, B, D, E, F, or H with your 2023 IRS 1040?**

Please do not submit these schedules with this form, only indicate if they were filed along with the 2023 1040.

Yes or No

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, I may be subject to criminal penalties under 20 U.S.C. 1097, which may include a fine up to \$20,000, imprisonment, 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:** \_\_\_\_\_

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

(\*if student is married on the FAFSA)

**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.