



2019-2020 Professional Judgment on Income

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Student's Name: _____ **SSN:** _____

Complete Address: _____

Email Address: _____

Telephone #: _____ **Date of Birth:** _____

The East Central College Financial Aid Office understands that total household income and household size changes may occur from year to year. Changes to income and household size (among other changes) may affect the original results of the student's 2019-2020 Free Application for Federal Student Aid (FAFSA). Federal Regulations allow ECC to review unusual circumstances on a case-by-case basis, and allow limited adjustments to be made to the original financial data reported on the FAFSA; consequently, the amount and types of financial aid the student is eligible to receive may change. This form is used for reporting significant changes that have occurred. Action will be taken when the Financial Aid Office receives **all** required documentation, including the 2019-2020 FAFSA results. Only under limited circumstances may adjustments occur to a student's financial aid package or expected family contribution, and all adjustments are made at the discretion and professional judgment of the ECC Financial Aid Office. Changes resulting from this review **do not guarantee** an increase in financial aid.

To ensure consideration of this unusual circumstance appeal, ECC will complete a full verification of all data. Upon receipt, the information will be evaluated to determine the student's eligibility for financial aid. An email will be sent to notify the student of the results of this evaluation (Please allow 2 - 4 weeks for review and notification).

Students should be aware that ECC is not required to offer unusual circumstances appeals; therefore, if the financial aid administrator determines that an appeal is not appropriate, the decision cannot be appealed.

If the student is selected for verification – that process must be completed before any adjustments can be applied.

1) Check the family member that experienced the unusual circumstance:

☐ Father/Step-father ☐ Mother/Step-mother ☐ Student ☐ Student's Spouse

2) Each Unusual Circumstances Appeal must include the following information for consideration:

- ☐ This form, completed, signed and dated by student and the spouse or parent (if applicable);
- ☐ Personal letter signed and dated by the student and the spouse or parent (if applicable) describing the situation, timeline of employment and/or events and future plans; and,
- ☐ **2018** Federal Tax Returns and W2's

3) Review the reasons listed below, check all that apply, submit all required documentation:

Check all that apply	REASON	REQUIRED DOCUMENTATION
<input type="checkbox"/>	Loss of Employment *DO NOT FORGET ITEMS IN #2*	<input checked="" type="checkbox"/> Letter or notification from employer concerning loss of job – if this occurred during 2018 . <input checked="" type="checkbox"/> Copy of 2018 W2's from <u>every employer</u> during 2018 . <input checked="" type="checkbox"/> Did you cash out any retirement funds (401K; Pension) during 2018 ? <input type="checkbox"/> Yes – Provide documentation and amount <input type="checkbox"/> No <input checked="" type="checkbox"/> Was there a severance package? <input type="checkbox"/> Yes - Provide documentation and amount (amounts that are included on your 2018 taxes) <input type="checkbox"/> No <input checked="" type="checkbox"/> Were there any paid Unemployment Benefits in 2018 ? <input type="checkbox"/> Yes – Provide documentation of approval and amount (printout showing unemployment payments during 2018) <input type="checkbox"/> No – Provide documentation <input checked="" type="checkbox"/> Attach documentation for any other source of income (business; farm; in-kind support; etc.) during 2018
<input type="checkbox"/>	Reduction in Income (Was your total adjusted gross income less in 2018 than what was reported on your 2017 tax return?) *DO NOT FORGET ITEMS IN #2*	<input checked="" type="checkbox"/> Copy of your signed 2018 Federal Tax returns and W2's. <input checked="" type="checkbox"/> In your personal letter, you must include your new salary or hourly wage and your hours schedule per week

<input type="checkbox"/>	Separation or Divorce (Only if you have done so since you filed the 2019-2020 FAFSA or if you have filed a joint tax return) *DO NOT FORGET ITEMS IN #2*	<input type="checkbox"/> Separation 1. Date of legal separation: _____ 2. Physical address for each person involved in the separation: a. Person #1-Name/Address: _____ b. Person #2-Name/Address: _____ 3. In your personal letter also include a list of current household members, relationship to student and their age 4. Attach any legal documents/letters relating to this separation. <input type="checkbox"/> Divorce 1. Attach a copy of divorce decree 2. In your personal letter also include a list of current household members, relationship to student and their age
<input type="checkbox"/>	Reduction or Loss of Untaxed Income and/or Benefits *DO NOT FORGET ITEMS IN #2*	<input type="checkbox"/> Unemployment Benefits: ✓ Attach an official statement indicating termination of unemployment compensation, stating the ending date and monthly amount received. <input type="checkbox"/> Child Support ✓ Attach a copy of Court or Child Service Agency documents stating benefit ending date and monthly amount received. ✓ Attach a copy of the divorce decree <input type="checkbox"/> Social Security ✓ Attach a copy of the notification you received concerning your loss of social security income stating the benefit ending date and monthly amount received. <input type="checkbox"/> Other: Please specify: ✓ Attach supporting documentation from the resource, describing the benefit, the timeline it was received, the reason/s it is no longer available, the ending date and monthly amount received.
<input type="checkbox"/>	Reduction Due to Death of a Parent or Spouse *DO NOT FORGET ITEMS IN #2*	✓ A copy of the death certificate, or obituary notice. ✓ Are there survivor benefits (social security, life insurance, etc.)? <input type="checkbox"/> Yes - Provide documentation <input type="checkbox"/> No - Provide statement in your letter indicating no benefits are to be received.

4) Please indicate your 2018 Actual Income:

Type of Income	TOTAL income for 2018
Income From Work	\$
Unemployment Compensation/Severance	\$
Other Untaxed Income: (This includes disability, child support, welfare benefits, social security, alimony annuities, pension, capital gains, dividends, etc.) Specify: _____	\$

Mail all documents to:
East Central College
Attn: Financial Aid Director
1964 Prairie Dell Road
Union, Missouri 63084

If you have any questions, please call (636) 584-6575 or (636) 584-6588

By signing this form, I agree to provide information that will verify the accuracy of my information, if requested. If I purposely give false or misleading information, I will be referred to the United States Department of Education's Inspector General. If I purposely give false or misleading information in order to qualify for Title IV funds, I may be fined \$20,000, sent to prison, or both.

Student Signature: _____ Date: _____

Spouse's or Parent's Signature: _____ Date: _____

For office use only:

<input type="checkbox"/> Approved <input type="checkbox"/> Denied Reason: _____			
Student:	2018 AGI _____	2018 Taxes Paid _____	2018 Untaxed Income _____
Parent:	2018 AGI _____	2018 Taxes Paid _____	2018 Untaxed Income _____
ISIR Trans# _____	Old EFC _____	New EFC _____	FAA Signature/Date: _____