



PROFESSIONAL JUDGEMENT FORM - 2009/2010

Conditions for Professional Judgement must have existed for a minimum of 60 days before this request can be considered.

Name: Last _____ First _____ RCC ID: _____

1. Please read the reasons (A,B,C) below. If one of these describes the change in your situation, select that reason. (ATTN: Unemployment Insurance Benefit Recipients: If you, as the student, are actively receiving UI benefits, we recommend that you fill out a PJ Form for UI Benefit Recipients, available at www.roguecc.edu/Financialaid/FA020.asp.)
2. Write a letter that clearly explains the financial change in your situation. Be sure to use exact dates and dollar amounts.
3. Provide documentation (see other side for examples)
4. Sign and date the bottom of this form and submit it in with your letter of explanation and complete documentation.

[] **A. LOWER INCOME** (see examples under Category A on reverse):

My household income for the 2009/10 school year is a lot less than my 2008 calendar-year household income reported on my FAFSA. The following alternative 12-month period best represents my household's 2009/10 income situation:

SELECT ONE:

_____ Calendar Year 2009 (01/01/09 - 12/31/09)

_____ Fiscal Year 2009/10 (07/01/09 - 06/30/10) - *only valid for requests submitted after 07/01/09*

	Student	Spouse	---Dependent Students Only---	
			Father/Step	Mother/Step
1. Income from work (wages, salary, tips)	\$ _____	\$ _____	\$ _____	\$ _____
2. Child Support	\$ _____	\$ _____	\$ _____	\$ _____
3. Unemployment (including extended)	\$ _____	\$ _____	\$ _____	\$ _____
4. All Other Income	\$ _____	\$ _____	\$ _____	\$ _____

List Other Income Sources (i.e. Workers Comp, Alimony, Veterans' Benefits, etc) :

NOTE:

If student (or parents, if dependent) reportable income is less than \$6420, did anyone in the household receive SSI or Welfare/TANF benefits? Y _____ N

If No, please complete an applicable Income Report Form found online at www.roguecc.edu/Financialaid/FA020.asp.

[] **B. ASSETS** (see examples under Category B on reverse):

The assets I reported on my FAFSA were pass-through only (one-time and specially designated) and do not truly reflect my current assets. See attached explanation for the nature of those assets, how used, and related documentation:

_____ A) proceeds from the sale of my primary residence that were recently used to purchase a new home, in which I/my household reside.

_____ B) proceeds from a legal settlement that were recently used to pay off associated expenses.

[] **C. PAID QUALIFIED EXPENSES** (see examples under Category C on reverse):

I/my household **paid** (i.e. out of pocket expenses) K-12 private school tuition, elder or dependent care, or unusually high medical bills during 2008. See attached signed statement detailing how much was paid, by whom, for whom, when, and for what, and related documentation.

CERTIFICATION(s):

"The information provided on this request is true and complete to the best of my knowledge and reflects the most accurate report of my/my household's current ability to contribute to my 2009/10 college expenses."

X _____ X _____
Student Date Parent Date

PROFESSIONAL JUDGEMENT INSTRUCTIONS – 2009/10

* Conditions for Professional Judgement must have existed for at least 60 days before this request can be considered.*

When you submitted your 2009/10 Free Application for Federal Student Aid (FAFSA), you provided 2008 household income and current asset information. Your household's financial ability to contribute to your cost of attendance ("Expected Family Contribution") was calculated by federal processors using a standard federal formula.

If your current household **situation has significantly changed**, directly impacting your ability to meet your expected family contribution, financial aid professionals at RCC have the ability to review your documented situation and use **Professional Judgement** to re-assess your need.

At RCC, only one Request for Professional Judgement will be evaluated for you per school year. Additionally, only one 12-month time-frame may be considered when processing a professional judgement. Decisions are school-specific, apply to only one academic year, and are final (no appeal process). Following are examples of the most common situations that warrant a professional judgement.

Category A (Income/Benefits)

- *Loss or change in employment
- *Loss of income/benefits
- *Divorce or separation from spouse
- *Death of spouse **or** parent

Category B (Assets)

- *Sale of Home/Subsequent Purchase of New Home
- *Legal Settlement/Funds used on associated expenses
- *Significant stock market loss

Category C (Paid Expenses)

- *Significant K-12 tuition or elder/dependent care **paid** '08 to current
- *Significant medical expenses **paid** out-of-pocket '08 to current

IN ORDER FOR YOUR REQUEST TO BE PROCESSED, COMPLETE **ALL THREE** OF THE FOLLOWING:

1. **Fill out a Professional Judgement Request Form (reverse)**
2. **Attach a signed, detailed statement about the change in your financial situation (how your current financial situation is significantly different than what was reported on your FAFSA).** Include exact dates the situation started, ended and/or changed. Your statement must be clear and well organized. This is not an appeal based on need or merit, but a statement of the facts.
3. **Attach documentation** of support for the circumstances you have described. Be sure it includes key date(s) and amount(s), and clearly describes the change in your finances from what was reported on your FAFSA.

EXAMPLES OF ACCEPTABLE DOCUMENTATION INCLUDE (submit as applicable, or as requested):

A: LOSS OF INCOME

- "Where's My Check?" and "Time and Money Left on Claim" printouts from the Employment Department's Online Claims System at www.workinginoregon.org [In cases where this is insufficient, RCC reserves the right to request you submit more detailed information from the Employment Department such as **ECLM (CLAIM SUMMARY)** and **EPAY (PAYMENT LIST)** documents. First make sure your correct address is on file and then request these documents by calling the UI Center in Eugene at 1-877-728-7970 (landline is recommended for wait times of up to 40-minutes to speak to a representative). Allow up to 2 weeks to receive requested forms.]
- **Wage List** from your local Employment Department Office. Office hours are Monday – Friday, 8:00am – 5:00pm. Grants Pass: 1545 Harbeck Road - Job Council building; Medford: 119 N Oakdale Avenue
- Copies of at least your last 2 months of paystubs (others for key time periods may be required)
- Signed, completed Income Report Form available at www.roguecc.edu/Financialaid/FA020.asp
- Copy of legal separation papers (or signed statements from both parties) or divorce decree
- Layoff notices or agency documentation regarding income or benefit loss
- Doctor/hospital statements; copy of death certificate; obituary or funeral notice

B: LOSS OF ASSETS

- Documents showing amount of settlement/sale, date of receipt, receipts for associated expenses, and current asset value

C: PAID QUALIFIED EXPENSES

- **Paid** K-12 private school tuition receipts, dependent or elder care receipts (for child or adult household members)
- **Paid** medical bill receipts

If you have any questions and/or need to turn in your complete Professional Judgement, you may contact Rogue Central Services for Students: **Grants Pass**-3345 Redwood Hwy.: Student Services bldg. (541) 956-7501, 1
Medford-Corner of 8th and Central/2nd Floor: Bldg G (541) 245-7501, 2
White City-7800 Pacific Ave.: West Entrance, Room 187 (541) 245-7501, 3