

ADAMS STATE COLLEGE PROFESSIONAL JUDGMENT REQUEST 2011-2012

FAX: 719.587.7366

Listed below are 6 examples of circumstances for which a professional judgment might be considered at Adams State College. Other circumstances may be considered if warranted. **Below each example is recommended documentation to attach to your request. You will be notified if additional documentation is needed.**

- 1. A parent, student, or spouse has been unemployed for at least 10 consecutive weeks in 2011.**
 - A statement from parent /student/spouse indicating the date on which he/she became unemployed, the situation that led to the unemployment and any prospects he/she might have for employment in the near future.
 - Verification of unemployment income or employment office denial of unemployment funds on official letterhead.
 - Documentation of all earned income from January 1, 2011, to present. This documentation could be in the form of the latest check stub indicating "year-to-date" earnings or a statement on official letterhead from previous employer(s) verifying 2011 earnings.
 - Documentation of all other anticipated income that the parent/student/spouse might have received or anticipates receiving (from January 1 to December 31, 2011), both earned and untaxed.
 - Signed copy of parent/student/spouse's 2010 federal tax form (1040A, 1040 or 1040EZ) and copies of W2 forms.
- 2. A parent/student/spouse has lost the job that he/she held in 2010 and is now employed in a lower-paying position.**
 - Statement from parent/student/spouse describing the situation that led to the loss of the first job, the date he/she started working at the current job and how much he/she anticipates earning in 2011.
 - Statement from parent/student/spouse's current employer on official letterhead verifying when he/she started working, average number of hours working per week, rate of pay and amount earned from January 1, 2011, to present.
 - Signed copy of parent/student/spouse's 2010 federal tax form (1040A, 1040 or 1040EZ) and copies of W2 forms.
- 3. Family had untaxed income in 2010 (Social Security, child support, alimony, unemployment, etc.) that has ceased.**
 - Statement from parents/student stating what the income was and why it ceased.
 - Verification of the 2010 untaxed income.
 - Verification from the source (on official letterhead) of the untaxed income documenting the date on which it ceased and the amount received in 2011.
- 4. Divorce (or pending divorce) or legal separation of parent or independent student after student has filed the 2011-2012 FAFSA.**
 - Copy of official divorce decree (must be signed by a judge) or attorney statement of pending divorce.
 - Copy of parents/student's 2010 federal tax form (1040A, 1040 or 1040EZ) and copies of W2 forms.
- 5. Student is requesting budget increase for the cost of computer, day care expenses, or other expenses incurred during the period of enrollment.**
 - Receipt for the total cost of purchase of computer and/or printer. Amount cannot exceed \$1,800.
 - Receipt for the monthly cost of daycare expenses and the number of children being provided for.
 - Receipt for other unusual, education expenses.
- 6. The death of a parent or spouse after student has filed the 2011-2012 Free Application for Federal Student Aid (FAFSA).**
 - Copy of death certificate.
 - Signed copy of parent/student/spouse's 2010 federal tax form (1040A, 1040 or 1040EZ) and copies of W2 forms.

OTHER

- Submit a written statement and all supporting documentation relevant to your request.