Financial aid administrators have the authority to use professional judgment if a student or their family has extenuating circumstances. Financial aid administrators may adjust one or more data elements on a processed Student Aid Report (SAR) to account for circumstances that may affect the amount the student and family would be expected to contribute to the student’s education.

On the reverse side, we have listed six circumstances under which professional judgment might be considered. **If your unique situation does not fall into one of these categories please circle “OTHER” and provide a written statement and supporting documentation.**

Each request will be reviewed on a case by case basis. Approval or denial of the appeal will be determined by a Financial Aid Officer and will be final. There is no appeal to the decision. Approval of this application does not guarantee that you will receive any additional financial aid.

Please sign and return to the One Stop Student Services Center in person or by fax (719.587.7366) prior to October 15 (Fall Semester), February 15 (Spring Semester) and May 15 (Summer Semester). Within 10 business days, a decision will be sent to your ASU student email address. Any questions may be referred to asupj@adams.edu

(PLEASE PRINT)

NAME __________________________________________

Last First MI Student ID

REASON FOR APPEAL (Options listed on reverse side, Circle one):

1 2 3 4 5 6 OTHER

By signing this statement I understand that I am responsible for making payment arrangements with the Business Office while my appeal is reviewed and a determination is made.

I certify that all information provided on this form, including statements and documentation, is true to the best of my knowledge. I further understand that if I am found to have intentionally provided any false or misleading information or documentation, my appeal will be denied and my eligibility for financial aid could be affected.

__________________________________________________           __________________
Student Signature                                    Date

** OFFICE USE ONLY **

Date: ______________

Comments: __________________________________________

Approved: __________

__________________________________________

Denied: __________

__________________________________________
Listed below are 6 examples of circumstances for which a professional judgment might be considered at Adams State University. 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 2013.**
   - 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, 2013, 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 2013 earnings.
   - Documentation of all other anticipated income that the parent/student/spouse might have received or anticipates receiving (from January 1 to December 31, 2013), both earned and untaxed.
   - Parent/student/spouse’s 2012 federal tax transcript or FAFSA filed with IRS data match.

2. **A parent/student/spouse has lost the job that he/she held in 2011 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 2013.
   - 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, 2013, to present.
   - Parent/student/spouse’s 2012 federal tax transcript or FAFSA filed with IRS data match.

3. **Family had untaxed income in 2012 (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 2012 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 2013.

4. **Divorce (or pending divorce) or legal separation of parent or independent student after student has filed the 2013-2014 FAFSA.**
   - Copy of official divorce decree (must be signed by a judge) or attorney statement of pending divorce.
   - Parent/student’s 2012 federal tax transcript or FAFSA filed with IRS data match.

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 or 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 2013-2014 FAFSA.**
   - Copy of death certificate.
   - Parent/student/spouse’s 2012 federal tax transcript or FAFSA filed with IRS data match.

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