



2022-2023 REQUEST FOR PROFESSIONAL JUDGMENT CONSIDERATION DUE TO INCOME SITUATION

Professional Judgment is a process by which special circumstances are taken into consideration when determining financial aid eligibility. The student must make the request in writing and provide extensive documentation.

I, \_\_\_\_\_, \_\_\_\_\_ request consideration for professional judgment  
(Printed Student Name) (Student ID #)

when determining my eligibility for financial aid at Central Georgia Technical College for the 2022-2023 financial aid year due to a substantial difference in my 2021 or 2022 household income, as compared to my 2020 total household income.

You, the student, must submit documentation that supports your request. All income earned and expect to earn in 2020 must be documented. If married, you must include spouse’s income information or if you are a dependent student, you must include your parents’ income information.

**Documents required as applicable. Check documents submitting.**

- \_\_\_ Signed statement from student explaining situation in detail. (Please type or print and sign)
- \_\_\_ Separation notice for Employment; *separation must be due to no fault of your own.*
- \_\_\_ Dept. of Labor document of employment benefits received.
- \_\_\_ Recent pay stubs and statements clearly listing when you or other household members are/were employed.
- \_\_\_ Documentation of any other income or benefits received such as: **retirement, pension, social security**, etc.
- \_\_\_ 2020 Income Tax Transcript – student, spouse and/or parent.

**Other monies received or expect to receive for the entire years 2021 or 2022. You must provide documentation.**

- \_\_\_ Social Security Benefits (including SSI).
- \_\_\_ Welfare benefits, including TANF, SNAP, etc.
- \_\_\_ Child Support.
- \_\_\_ Other cash or financial assistance received.

**I understand any consideration for a professional judgment regarding my financial aid eligibility will require certain documentation as determined by the Central Georgia Technical College’s Financial Aid Office. Professional Judgments will be made based on Federal Regulations and Institutional Procedures. CGTC’s Financial Aid Director will determine approval for a professional judgment.**

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

DOCUMENTATION SUPPORTING YOUR REQUEST/SITUATION IS REQUIRED.

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED WITHIN 3 WEEKS OF REQUEST OR THE REQUEST WILL BE NULL AND VOID. *ADDITIONAL DOCUMENTATION MAY BE REQUIRED AFTER A REVIEW OF YOUR FILE AND BASED ON YOUR SPECIAL CIRCUMSTANCES. UPON RECEIVING ALL DOCUMENTATION, THE FINANCIAL AID DIRECTOR WILL REVIEW THE FILE AND DETERMINE OUTCOME. IF A PROFESSIONAL JUDGMENT CAN BE MADE, YOUR FILE WILL BE REPROCESSED. THIS PROCESS NORMALLY TAKES 2 TO 4 WEEKS.*