

2023-2024 Professional Judgment Appeal

Student Name _____ UNF ID#: N _____

Section I: Instructions

Financial aid eligibility for the academic year is calculated based on the information you provided on the Free Application for Federal Student Aid (FAFSA). The Office of Student Financial Aid recognizes that many families have changes in income or family situations that are not reflected in the 2021 tax return data. Therefore, annually, and on a case-by-case basis, it is possible for students to appeal their financial aid eligibility if they have unique financial circumstances.

A Request for Professional Judgment Appeal may be filed if you have extenuating circumstances that you believe warrant a reevaluation of your financial aid eligibility. A committee from UNF's Office of Student Financial Aid will then review this appeal to determine whether or not a PJ is warranted. If approved for a PJ, your financial aid eligibility will be recalculated and you will be notified via your UNF email.

Please note that all students requesting a Professional Judgment Appeal will be selected for financial aid verification by the University of North Florida. To view verification requirements:

- Log into your [myWings](#) account.
- Click the **Financial Aid** tile.
- Click **Financial Aid Requirements**.
- Select the 2023-2024 aid year from the dropdown menu and click **Submit**.
- View the list of required documents in the **Student Requirements** tab.

Section II: Verification of Student's Family Information

WHAT TO INCLUDE IF YOU ARE DEPENDENT:

- Complete the 2023-2024 Dependent Verification Worksheet and submit any other requested documents.
- Supporting documentation for the circumstances listed in Section III on page 2 of this appeal.
 - 2021 and 2022 W-2(s) and/or 1099(s) from parent(s)
 - 2021 and 2022 parent(s) IRS Tax Return Transcripts or signed copies of Tax Form 1040 with all applicable Schedules.
 - Signed and dated student and parent statements explaining the special circumstances/reason(s) for your Professional Judgment Appeal.

WHAT TO INCLUDE IF YOU ARE INDEPENDENT:

- Complete the 2023-2024 Independent Verification Worksheet and submit any other requested documents.
- Supporting documentation for the circumstances listed in Section III on page 2 of this appeal.
 - 2021 and 2022 W-2(s) and/or 1099(s) from student and/or spouse (if married)
 - 2021 and 2022 student/spouse IRS Tax Return Transcripts or signed copies of Tax Form 1040 with all applicable Schedules.
 - Signed and dated student and spouse (if married) statements explaining the special circumstances/reason(s) for your Professional Judgment Appeal.

Please note, there may be a delay processing your financial aid while your Professional Judgment Appeal is being reviewed. Incomplete Appeals will not be reviewed until all required paperwork is received. Adjustments made for dependent students are done on the basis of a change in parental situation **only**.

Students should monitor their [myWings](#) account to determine what verification documents are necessary.

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Section III: Appeal Circumstances and Documentation

Check the Appropriate Reason	Attach Supporting Documentation and Check All That Apply
<input type="checkbox"/> Loss of or Exchange in Employment (Must have been unemployed for at least six (6) consecutive weeks)	Unemployment Benefits Approval or denial notification from office. Letter from previous employer concerning loss of job and date work ceased
Reduction/Significant Change in Income (Change must have occurred for at least six (6) consecutive weeks)	Official statement from agency listing amount of benefits to be received in 2021 reflecting reduction/cancellation and benefits paid to date Social Security Unemployment Benefits Worker's Compensation Disability Other: _____ Letter from employer(s) concerning reduction in income Last 3 pay stubs from current employer
Separation or Divorce (If you or your parents (if dependent) have separated or divorced after filing the 2023-2024 FAFSA)	Separation Date of separation: Proof of change of residence (copies of lease, utility bill, etc. showing a different address) Student/Parent Tax Return with W-2(s), 1099(s) and/or applicable Schedules Legal documents/letter relating to separation Divorce Divorce decree Student/Parent Tax Return with W-2(s), 1099(s) and/or applicable Schedules
Marital Status	Marriage License
Death of a Parent or Student's Spouse After Applying for Federal Student Aid	Death certificate or obituary notice All W-2(s) and/or 1099(s) and applicable Schedules
Unusually High Medical Expenses Not Covered by Insurance (Medical and/or dental expenses that were paid out of pocket)	Paid receipts indicating out-of-pocket payments Applicable Schedules from IRS 1040
One-Time, Non-Recurring Increase of Income after January 1, 2022	Documentation of the amount and nature of this one-time event 2021 federal tax documentation. May submit signed copies of federal returns and schedules or IRS tax return transcript.
Other (please describe) _____ _____ _____ _____ _____	

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Section IV: Required Signature(s)

By signing below, you and your parent(s) or spouse (if applicable) certify that all the information reported on this form and any attached documents is accurate and true. You acknowledge that it is your responsibility to monitor your financial aid for any updates or additional requests for documentation or clarification and respond in a timely manner. You also acknowledge that processing time for this appeal is 15 business days. Warning: If you purposefully give false or misleading information, you may be fined, sentenced to jail or both.

Student Signature

Date Signed

Spouse Signature (if applicable)

Date Signed

Parent Signature (if applicable)

Date Signed

Section V: Committee Decision

(For Office Use Only)

Approve/Deny:	Signature(s):	Date:
Comments:		

FOR OFFICE USE ONLY

New Student AGI: _____ New Taxes Paid: _____ New Student Wages: _____ New Spouse Wages: _____
New Parent AGI: _____ New Taxes Paid: _____ New Parent 1 Wages: _____ New Parent 2 Wages: _____
Other: _____ New EFC _____ Old EFC _____