

P.O Box 271
Montgomery, Alabama 36101
Office: 334.229.4862
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Professional Judgement Request Form

Academic Year: _____

SECTION A: STUDENT INFORMATION

Name: _____ ID Number: _____

Professional judgment is a process in which Financial Aid administrators may evaluate a student's account for additional aid eligibility due to unique and unusual circumstances. A student must have a verified FAFSA on file

Return this completed form with any required documentation to finaid@alasu.edu

Name: _____

Student ID Number:

Name: _____

Student ID Number: _____

- REDUCTION OF INCOME (Check all that apply)

Current employer has reduced wages and/or hours for at least 12 consecutive weeks within the last three years for you, your spouse, or your parent (if dependent).

Documentation Needed:

- Employer documentation verifying change in employment status (e.g. furlough)
- Copy of paycheck stub(s) received before reduction and copy of most recent paycheck stub(s) since reduction
- Copy of 2021 IRS Tax Return Transcript or IRS Tax Return:
- Dependent students should submit their parent's IRS Tax Return

Return this completed form with any required documentation to finaid@alasu.edu

Name: _____

Student ID Number: _____

- PRIVATE SCHOOL TUITION

Only elementary/secondary tuition expenses paid within the last three years are considered. Please submit documentation on letterhead or a bill reporting the amount of tuition paid and the names of the children who attended. Fees, books, supplies, etc. cannot be included in this amount.

- Dependent students: Tuition paid for siblings only
- Independent students: Tuition paid for dependent children only

SECTION D. CERTIFICATION AND AUTHORIZATION

If circumstances change, I/we accept the responsibility for contacting the Financial Aid Office in writing with the corrected information. I also understand that submitting this form late in any term may eliminate potential eligibility due to processing time, awarding, and disbursement requirements. All submitted documentation becomes part of the official record and therefore cannot be returned. Documents that become part of the Education Record are protected for privacy under federal law.

I certify that all the information contained on this form and in the supporting documentation is complete and correct. I understand that I must complete all sections, sign and return this form for my appeal to be processed for financial aid consideration. I understand that it may take 5-7 business days for this request to be processed. Electronic signatures are not accepted.

Student Signature Date

Parent Signature Date

Return this completed form with any required documentation to finaid@alasu.edu