



REQUEST FOR PROFESSIONAL JUDGEMENT

A Request for Professional Judgment may be filed if you have extenuating circumstances in which you believe warrant a re-evaluation of your financial aid.

Circumstances may include but are not limited to:

- Loss or change of employment
- Loss or change in amount of child support, Social Security, or other benefits
- Death, Divorce or Separation of parents or spouse
- One-time taxable income used for life changing events (e.g. IRA, pension distribution, back-year Social Security payments)

Circumstances that are **NOT** considered as extenuating include, but are not limited to:

- Standard living expenses (e.g. utilities, credit card payments, children's allowances, etc.)
 - Mortgage payments
 - Car payments
 - Credit card or other personal debts
 - Vacation expenses
 - All other discretionary expenses
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Please be candid in your explanation so that the Financial Aid Officer can accurately assess your circumstances and determine if your request can be granted.

Requests that have been submitted without sufficient documentation of the circumstances cited in the application will be denied. In the case of an insufficiently documented request, the student will be notified by email of the denial and will be offered an opportunity to resubmit the request with appropriate documentation within 14 business days. Completing the request does not guaranty grant eligibility.

The Financial Aid Office requires approximately 30 days to review completed applications and make a determination.

For questions, contact Financialaid@metrotech.edu



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A: Student's Information:

Student's Last Name

Student's First Name

Student's M.I.

Last four numbers of #SS

Student's E-mail Address

Student's Phone Number

Cell Phone (if different)

Section B: Reason for Adjustment

Indicate by checking the reason you are requesting the adjustment in income. For your request to be considered you must complete all items listed in the documents required column for the reason you selected.

Reason for Adjustment	Check Reason	Documents Required
Loss or change in employment	<input type="checkbox"/>	<ul style="list-style-type: none"> Detailed letter explaining your circumstances Copy of Tax Return or Transcript and W-2's for student and parents (if dependent) for applicable year Letter from former employer(s) stating the last date of employment Copy of unemployment compensation letter or signed statement that you did not or will not receive unemployment benefits Copy of last paystub(s) from former employer(s) and current employer(s), if applicable.
Divorce or separation of parent or spouse	<input type="checkbox"/>	<ul style="list-style-type: none"> Detailed letter explaining your circumstances Copy of Tax Return or Transcript and W-2's for student and parents (if dependent) for applicable year Copy of legal separation documentation, proof of separate households and addresses, or divorce decree
Death or disability of parent or spouse	<input type="checkbox"/>	<ul style="list-style-type: none"> Detailed letter explaining your circumstances Copy of Tax Return or Transcript and W-2's for student and parents (if dependent) for applicable year Copy of death certificate Proof of disability

Section C: Determining

My financial circumstances have changed from _____ and I am providing financial information based on my _____ tax information or my current _____ financial projection.

