PRINCIPIA COLLEGE

2025-2026 Professional Judgment Request Form

DUE TO SPECIAL CIRCUMSTANCES

Student Information

Full Name **P0 #** **Phone no.**

The Financial Aid Office may consider a student's special circumstances to adjust the FAFSA data elements used to calculate the Expected Family Contribution (EFC) and/or change a student's dependency status, according to federal education laws and guidelines set by the U.S. Department of Education.

INSTRUCTIONS: You must read and complete this form in its entirety. Your request will be DENIED if you fail to provide accurate and complete information, along with adequate required and additional supporting documentation as explained below.

Complete the following steps:

- Submit non-returnable copies of required documentation listed for each item you checked below. Place student's name and PrinID (P0 #) number on the top of each supporting document. All supporting letters must be signed by the author.
- Ensure a 2025-2026 FAFSA form was submitted at studentaid.gov with Principia College school code: 00174400

Statement of Special Circumstances and Financial Support:

Reason for Request:

Check the reason(s) and submit the required supporting documentation.

☐ **Loss of income or change in income:**

Select income year to be used in Professional Judgment: ◯ **2025 (Actual)** ◯ **2026 (estimated)**

Select Individual who experienced loss of income: ◯ **Parent** ◯ **Student** ◯ **Student's Spouse**

- Submit proof of year to date income and/or year to date expected income.
- For a loss of income, include documentation that provides the reason for and date of income loss.
- Include most recent paystub(s) and letter from employer(s).
- Documentation od unemployment should be submitted not later than 90 days from the date issued.

☐ **Change of student's marital status from single to married:**

- Copy of marriage certificate
- Copies of 2023 IRS Tax Return Transcripts for both parties

☐ **Death of a parent or spouse:**

- Submit a copy of the death certificate.
- Submit surviving parent's or student's expected current-year income.

☐ **Birth of a child during the school year:**

- Submit doctor's note indicating expected birthdate of child
- Provide proof the student is providing 50% or more support for the child

☐ **Divorce or separation:**

- Select individual Divorcing or Separating: ◯ Parent ◯ Student
- Submit a copy of the divorce decree or a letter of separation.
- Independent students should include 2023 IRS Tax Return Transcript and W-2 form(s).
- Dependent students should include 2023 IRS Tax Return Transcript and W-2 form(s) for both parents.

☐ **Medical, dental or nursing home expenses paid – not covered by insurance:**

- Submit proof of actual medical and dental payments made in 2025 not reimbursed by insurance.

☐ **Other extenuating circumstances:** _____

- Submit complete documentation to support your reason(s) for requesting consideration.
- We will NOT consider consumer debt (e.g., auto loans, credit card payments, and mortgage) as a reason for professional judgment adjustments.

Allow 2-4 weeks for processing. You will receive a notification of the outcome via email. Please note all decisions are final. Additional documentation may be requested to support your situation. Any request submitted without documentation will be delayed.

Students who have been selected for verification MUST complete that process before their Professional Judgment Request will be reviewed.

By typing my name below, I understand and agree that this form of electronic signature has the same legal force and effect as a manual signature.

Student's Signature Date

Parent's Signature (for Dependent students) Date