



Otero Junior College
2013-2014 Professional Judgment Worksheet

PROF

Social Security Number and Student ID Number input fields

Name _____

Address _____
Street City Zip Telephone Number

2013-2014 financial aid eligibility is based upon the information you provided on the 2013-2014 Free Application for Federal Student Aid (FAFSA). A request for professional judgment is appropriate when you, your spouse or your parents experience a change in income that was reported on your original financial aid application.

Students will be notified in writing when a decision is made. This notification may be in the form of an award letter and/or corrected Student Aid Report. Each request will be reviewed on a case by case basis.

I, my spouse or one of my parents (if dependent) has experienced a change in income from work. Effective Date: _____. Who has experienced the change of income from work? _____.

I, my spouse or one of my parents (if dependent) has had a change in income, other than from work since 2012 (loss of unemployment, TANF, child support, social security, one time income, etc.). Please provide documentation of the change. (i.e.: letter from the Social Security Administration, court order for child support, etc. If request is based upon the loss of "one-time" income, please attach a copy of the 2012 federal tax return showing the income and provide a letter explaining how the income was spent or why it is no longer available for your use to meet educational expenses)

I, my spouse or one of my parents (if dependent) has high medical or dental expenses in excess of 11% of my/their 2012 Adjusted Gross Income which may affect my financial picture. (Please provide copies of all medical bills paid in the 2012 calendar year.)

I, my spouse or one of my parents (if dependent) has other circumstances which should be taken into consideration. Please provide a detailed letter of explanation and full documentation of the circumstance. Do not include credit card debt, house payments, car payments, etc.

Student Signature: _____ Date: _____

Spouse/Parent Signature: _____ Date: _____

For Financial Aid Office Use Only:

Professional Judgment Request approved/denied by: _____ Date: _____

Secondary Review conducted by: _____ Date: _____

Comments:

Horizontal lines for comments

Supporting Documentation for Professional Judgments

Please turn in this check list with your professional judgment worksheet.

___ OJC Professional Judgment Worksheet

___ Student's written statement describing the change since being unemployed? How has the student/family supported/will support themselves from _____ - _____?

___ Layoff letter

___ Unemployment letter ('Monetary Determination of Unemployment Insurance Benefits' or 'Statement of Wages and Potential Benefits')

___ Very Last paycheck stub that you received pay for (circle) student/spouse/dad/mom (must show year-to-date wages earned and any vacation & severance paid out)

___ If you have your own business (or considered 'self employed'), please bring in a spreadsheet of the income you have earned and will possibly earn for the rest of the year. Also, estimate the business deductions for the 2012 year the best that you can. The goal is to guess what you will report on line 12 of your 1040 for 2012.

___ Copy of bank statement checking, savings, investments as of the day of your next appointment.

___ Copy of student's 2012 Federal Taxes filed signed (you may have already submitted a copy)

___ Copy of parent's 2012 Federal Taxes filed signed (you may have already submitted a copy)

___ Copy of the Legal Separation/Divorce Decree

___ Verification Worksheet for Independent

___ Verification Worksheet for Dependent

___ copy of your DD214 – (Member 4) showing 'honorable discharge'

___ LES – month that your were discharged from the military (refer to DD214 for separation date)

___ 2012 (circle) child support paid/received, disability payments received, worker's compensation, or "money paid under the table"

___ If no income from work or unemployment benefits, bring in documentation of how you will live for the next 12 months from your last day of work. (Example, VA educational benefits, Voc Rehab, state/federal assistance). Cashed in your 401K/IRA, sold items.

___ Others (listed) _____

Please do not hesitate to bring any other documentation that may support the change that has occurred even if it is not listed above. Circumstances are different for each person and the documentation will vary from person to person.

**Anticipated Total Income, Earnings, and Benefits for Calendar Year 2013
(January 1 – December 31, 2013)**

SOURCES OF INCOME Do not leave any sections blank. Write "0" if income type does not apply	Parent(s)		Student (and Spouse)	
	Actual 2013 year-to-date income (not monthly)	Expected total 2013 income	Actual 2013 year-to-date income (not monthly)	Expected total 2013 income
2013 income earned from work (includes earnings from wages, salaries, tips, business, and farm income). Include work-study earnings.	\$ _____ Father/Stepfather \$ _____ Mother/Stepmother	\$ _____ Father/Stepfather \$ _____ Mother/Stepmother	\$ _____ Student \$ _____ Spouse	\$ _____ Student \$ _____ Spouse
Interest and dividend income	\$ _____	\$ _____	\$ _____	\$ _____
Unemployment compensation	\$ _____	\$ _____	\$ _____	\$ _____
Net amount received of withdrawal from pensions or annuities (IRA, Keogh, etc.) – do not include rollovers	\$ _____	\$ _____	\$ _____	\$ _____
Capital gain and/or other gains	\$ _____	\$ _____	\$ _____	\$ _____
Cash received, or money paid on your behalf, not reported elsewhere on this form. Do not include cash received from a parent whose information is provided on this form			\$ _____	\$ _____
Alimony/maintenance	\$ _____	\$ _____	\$ _____	\$ _____
Other income, including rental income (list type): _____	\$ _____	\$ _____	\$ _____	\$ _____
Taxable social security benefits, including Supplemental Security Income. Include amounts received for yourself and your children	\$ _____	\$ _____	\$ _____	\$ _____
Combat pay – only the portion that will be taxed. Use the most current Leave Earnings Statement. Take total combat pay and subtract untaxed portion)	\$ _____	\$ _____	\$ _____	\$ _____
Veterans' non-education benefits *(see below)				
Child support RECEIVED for all children	\$ _____	\$ _____	\$ _____	\$ _____
Other untaxed income and benefits* (see below)	\$ _____	\$ _____	\$ _____	\$ _____
Child support you have to PAY in 2013	\$(-) _____	\$(-) _____	\$(-) _____	\$(-) _____
Earnings from federal or state work-study programs	\$(-) _____	\$(-) _____	\$(-) _____	\$(-) _____
TOTAL EXPECTED 2013 INCOME	////////////////////	\$ _____	////////////////////	\$ _____

* Include 2013 payments to tax-deferred pension and savings plans (paid directly or withheld from earnings). Include untaxed portions of 401(k) and 403(b) plans; deductible IRA and/or Keogh payments; tax exempt interest income; foreign income; housing, food, and living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits); workers' compensation; veterans non-education benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC); any other untaxed income and benefits such as VA Educational Work-Study allowances, untaxed portions of Railroad Retirement Benefits, Black Lung Benefits, etc.

Do not include student aid; payments & services received for foster care or adoption assistance; per capita payments to Native Americans; heating/fuel assistance; flexible spending arrangements; welfare benefits; untaxed Social Security benefits; earned income credit; additional child tax credit; combat pay; foreign income exclusion and credit for federal tax on special fuels; Workforce Investment Act educational benefits or in-kind support. Examples of in-kind income would be food stamp program; WIC; food distribution program; National school Lunch & school breakfast programs; commodity supplemental food program (CSFP); special milk program for children; daycare provided by Social Services Block Grant Programs; WIA (formally JTPA) educational benefits; and rollover pensions2

