

**TROY UNIVERSITY FINANCIAL AID - 001047  
PROFESSIONAL JUDGMENT REQUEST FORM**

**2007 – 2008**

**Call 800-414-5756 for questions**

**Personal Information**

Name \_\_\_\_\_  
First Middle Maiden Last

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Troy University provided Email \_\_\_\_\_

Other Email \_\_\_\_\_

Address \_\_\_\_\_  
Street/P.O. Box City State Zip

Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

- 1) I would like to receive my response at my e-mail address \_\_\_\_\_ or my physical address \_\_\_\_\_.
- 2) I am requesting an adjustment in my 07/08 financial aid because (please check):
  - a. **Deceased Parent(s) or Spouse:** must provide a statement how this changes the family income for 2007; attach a copy of the death certificate.
  - b. **Divorce/Separation:** must provide a statement explaining how the expected income for 2007 will change; attach a copy of divorce decree or legal separation.
  - c. **Unemployment:** must provide a statement giving the reason for unemployment and the last day worked along with the expected income for 2007; attach verification from the State Unemployment Office of all benefits entitled to receive. Elected unemployment does not necessarily constitute a special circumstance.
  - d. **Medical:** must provide an itemized list of all expenses not covered by insurance that you are required to pay personally; attach copies of all receipts or payments.
- 3) Must provide signed copies of your and (your spouse's return if married and your parent's return if dependent) most recent Federal Income Tax Returns including all schedules and W-2s before your adjustment request will be reviewed. (2006 Returns and 2007 if completed for Spring/Summer 2008 adjustments)
- 4) Return this form, your letter including your statement/itemized list and all documentation to one of the following:

Troy University Troy or Financial Aid Office 134 Adams Admin. Bldg. Troy, AL 36082	Troy University Dothan or Financial Aid Office P.O. Box 8368 Dothan, AL 36304	Troy University Montgomery Financial Aid Office P.O. Drawer 4419 Montgomery, AL 36103
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- 5) The professional financial aid staff will review your appeal and respond to you in writing.