

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

2008 – 2009

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 2008; attach a copy of the death certificate.
 - b. **Divorce/Separation:** must provide a statement explaining how the expected income for 2008 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 2008; 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. (2007 Returns and 2008 if completed for Spring/Summer 2009 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.