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TROY UNIVERSITY
PROFESSIONAL JUDGMENT/SPECIAL CIRCUMSTANCE REQUEST
2022-2023

Personal Information **Call 1-800-414-5756 for questions**

Name_____
First Middle Maiden Last

Student ID Number _____ Date of Birth_____

Email_____

Address _____
Street/P.O. Box City State Zip

Home Phone _____ Other Phone _____

The fact that the student might be eligible for more aid based upon the use of 2021 information is not, by itself, sufficient reason for a professional judgment decision to use 2021 income.

1) I am requesting an adjustment in my 22/23 financial aid because (please check):
All documentation submitted must be original. (No Photocopies or Faxes)

☐ a. **Deceased Parent(s) or Spouse**: must provide a statement how this changes the family income; attach an original death certificate.

☐ b. **Marital Status Change: Marriage/Divorce/Separation**: must provide a statement explaining how the expected income will change; attach an original marriage certificate, 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 the current year; 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.

☐ e. **Homeless & Unaccompanied Youth**: must be verified on an attached agency letterhead from one of the following agencies: a high school district homeless liaison; a director of an emergency shelter or transitional housing program funded by the U.S. Dept. of Housing & Urban Development; a director of a runaway or homeless youth basic center or transitional living program determines that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless.

☐ f. **Special Circumstance**: must provide documentation on why you think you have a special circumstance and are unable to provide parental information. Examples of some special circumstances would include: if both your parents are incarcerated; you have left home due to an abusive family environment (you would have to provide police reports, medical documentation, court records, etc.)

☐ g. **Proof of Emancipated Minor/In Legal Guardianship/Orphan/ or Ward of the Court:** must provide a copy of the court's decision that proves you were an emancipated minor before becoming an adult, in legal guardianship, an orphan, or a ward of the court.

2) Must provide signed copies of your and (your spouse's Tax transcript if married and your parent's transcript(s) if dependent) most recent Federal Income Tax transcripts including all schedules and W-2s before your adjustment request will be reviewed.

3) Return this form, your letter including your statement/itemized list and all documentation to:

Troy University
Financial Aid Office
134 Adams Administration Bldg.
Troy, AL 36082

4) The professional financial aid staff will review your appeal and respond to you in writing.