

**TROY UNIVERSITY**  
**PROFESSIONAL JUDGMENT/SPECIAL CIRCUMSTANCE REQUEST**  
**2014-2015**



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

**Personal Information**

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

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

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 14/15 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 for 2014; attach an original death certificate.
  - b. **Marital Status Change: Marriage/Divorce/Separation:** must provide a statement explaining how the expected income for 2014 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 2014; 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.
- 3) 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. (2013 Tax transcripts and 2014 if completed for Spring/Summer 2015 adjustments)
- 4) 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

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