

**2023-2024 – Professional Judgment Appeal**

How to submit:

Upload: [goucher.edu/faupload](https://goucher.edu/faupload)

Fax: 410-337-6504

\_\_\_\_\_  
Student Last Name

\_\_\_\_\_  
Student First Name

\_\_\_\_\_  
Goucher ID # (or last 4 of SSN)

\_\_\_\_\_  
Best Phone # for Student

\_\_\_\_\_  
Student E-Mail

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Best Phone # for Parent

\_\_\_\_\_  
Parent E-Mail

Families may experience circumstances that warrant basing their financial aid eligibility on more recent 2022 or projected 2023 income information, rather than the federally required 2021 “Prior-Prior Year” income information. This is usually due to a significant recent family event in 2022 or 2023, such as the loss of a job, loss of untaxed income or benefits, one-time increase of income in 2021, death of parent/spouse, or other extraordinary, unusual expenses.

If you feel that you have extenuating circumstances not addressed on your 2023-2024 Free Application for Federal Student Aid (FAFSA), you may complete this form and submit the required documentation to request a reevaluation of your financial aid eligibility. Appeal requests, if approved, are granted on a one-time, case-by-case basis.

**Situations that WILL NOT BE CONSIDERED:**

- Voluntary private secondary tuition
- Car payments/insurance
- Personal bankruptcy
- Reduction of business income
- Loss of home equity
- Consumer debt

**Instructions:**

- Confirm that Goucher has received a 2023-2024 FAFSA, including any required documents.
  - Current students can confirm this on the “Documents” screen [in Net Partner](#).
  - New students who have not yet deposited should check their Admissions & Financial Aid Status Portal (<https://apply.goucher.edu/account>) to view their Financial Aid Checklist.
- Review pages 2 & 3, and indicate the situation for which you are requesting a professional judgment review.
- On page 3, type a clear and brief explanation of your situation and sign the Statement of Understanding. (You may attach a supplemental document if additional space is needed, but please keep your explanation limited to a single page or less.)
- You must also submit a 2023-2024 Verification Form, [available on our web page](#). (Undergraduate students who provide parent information should submit the Dependent verification form.)
- **Submit this completed appeal request and all required documents to Student Financial Services. Please make only one submission, and submit this form with all documents as a single package.**

**Response and Turnaround Time:**

Allow at least 4 weeks for a response once all needed documentation is submitted. The student and parent will be informed of the decision by e-mail to the e-mail addresses indicated above. Continuing students won’t hear of a decision until after notifications for the 2023-2024 award year go out (mid-June).

CHECK THE BOX BELOW THAT BEST DESCRIBES YOUR SITUATION

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**Unemployment/Dislocated Worker or Loss of Income after January 1, 2021**

Examples include: Termination/layoff, significant reduction in work hours or income from work. Loss of child support or other income/benefit. *A reduction of business income will not be considered.*

**Required Documents:**

- Signed and dated letter (on company letterhead) from employer listing the following: last date of employment, total earnings from January 1<sup>st</sup> of the year in question to the last date of employment.
  - Copy of last pay stub.
  - Copy of severance/benefits/unemployment eligibility, such as benefits statement or letter from unemployment office.
  - Any appropriate documentation of termination of benefits/support/income.
  - Statement of expected 2023 wages and unemployment compensation. Parents of dependent students should specifically submit the [Parent 2023 Estimated Income form available on our web page](#).
  - Both 2021 & 2022 federal tax documentation. May submit signed copies of federal returns and schedules, or an [IRS Tax Return Transcript](#). Documentation is required even if the IRS Data Retrieval Tool was used.
  - Copies of all 2021 & 2022 parent W-2 forms (if dependent) or student & their spouse's W-2 forms (if independent).
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**Unusual Medical and Dental Expenses**

Examples include: Expenses incurred between January 2021 and the present that are not covered by insurance. *Unpaid bills and voluntary medical/dental procedures will not be considered.*

2021 Total: \$ \_\_\_\_\_

2022 Total: \$ \_\_\_\_\_

**Required Documents:**

- Itemized list of expenses clearly showing **only payments specific to the total(s) indicated above**. Must be accompanied by proof of out-of-pocket payment (receipts) made by student, spouse (if married), parents (if dependent).
  - Both 2021 & 2022 federal tax documentation. May submit signed copies of federal returns and schedules, or an [IRS Tax Return Transcript](#). Documentation is required even if the IRS Data Retrieval Tool was used, and should be showing medical expenses on the appropriate schedule.
  - **Medical expenses must exceed 11% of Adjusted Gross Income and be clearly documented as out-of-pocket.**
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**Recent Separation or Divorce of Parent or Student**

Examples include: Parent (if dependent) or student (if independent) marital status changed after the 2023-2024 FAFSA was filed. *Parties in question living in the same house will not be considered.*

(For dependent students) Name of parent student will be residing with the most: \_\_\_\_\_

Exact date (MM/DD/YYYY) of separation: \_\_\_\_\_

**Required Documents:**

- Copy of separation agreement, divorce decree, or substantial evidence (mortgage/lease/utility bill) proving parents (if dependent) or spouse (if independent) live in separate residences.
- Copy of all parent W-2 forms (if dependent) or student & their spouse's W-2 forms (if independent).
- For any year with a jointly-filed return, a [completed "Parent Tax Separation" form](#).
- Both 2021 & 2022 federal tax documentation. May submit signed copies of federal returns and schedules, or an [IRS Tax Return Transcript](#). Documentation is required even if the IRS Data Retrieval Tool was used.

**Recent Death of Parent or Spouse**

Examples include: Parent (if dependent) or spouse (if independent) deceased after the 2023-2024 FAFSA was filed.

**Required Documents:**

- Copy of death certificate.
- Copy of all parent W-2 forms (if dependent) or student & their spouse’s W-2 forms (if independent).
- For any year with a jointly-filed return, a [completed “Parent Tax Separation” form](#).
- Both 2021 & 2022 federal tax documentation. May submit signed copies of federal returns and schedules, or an [IRS Tax Return Transcript](#). Documentation is required even if the IRS Data Retrieval Tool was used.

**One-Time, Non-Recurring Increase of Income after January 1, 2021**

**Required Documents:**

- Documentation of the amount and nature of the one-time non-recurring disbursement.
- Both 2021 & 2022 federal tax documentation. May submit signed copies of federal returns and schedules, or an [IRS Tax Return Transcript](#). Documentation is required even if the IRS Data Retrieval Tool was used.

**TYPE BELOW A CLEAR AND BRIEF EXPLANATION OF YOUR CIRCUMSTANCES**

BE SURE TO LIST SPECIFIC DATES – You may send a separate document, but please limit explanation to 1 page.

STATEMENT OF UNDERSTANDING

- I/we certify that all information provided, and all supporting documentation submitted, is true and accurate.
- I/we understand that the request will not be considered until all adequate and complete documentation is submitted. And that Student Financial Services may require additional documentation after review.
- I/we understand that completion of this form does not guarantee additional aid, and payment deadlines and procedures need to be adhered to during the review process in order to avoid potential late fees.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (Required for students w/ Dependent status.)

\_\_\_\_\_  
Date

(ELECTRONIC SIGNATURES NOT ACCEPTED. Please print & sign in ink, scan as a PDF, and then upload or fax.)

**Please make one submission, and submit this form with all required documents as a single package.**