

2011-2012 PROFESSIONAL JUDGMENT PETITION

Student _____

SSN _____

Address _____ City _____ State _____
Zip _____

Local Phone # _____

Please read this page to determine if you should request special consideration regarding financial aid eligibility for 2011-2012.

The federal formula used to determine student eligibility for financial aid is reasonable for most families. The Briar Cliff staff understands that some family circumstances deserve special handling. This is possible through the Professional Judgment clause in federal law. For the 2011-2012 school year, financial aid need analysis is based on 2010 information. You can appeal for changes that occur in 2011 only.

There is no guarantee that an appeal will result in adjustment of your financial aid award. All aid awarded as a result of adjustments is contingent upon availability of funds. Generally, funds available consist of Federal Pell Grant, Iowa Tuition Grant if eligible, and Federal Stafford Loans.

THESE CIRCUMSTANCES MAY WARRANT AN ADJUSTMENT:

Circumstances 1-6 require that copies of the 2010 tax return be submitted with appeal.

- 1. A family is experiencing a reduction in 2011 income because of unemployment or reduced wages. (see reverse side for documentation needed)**
- 2. A family paid out-of-pocket medical expenses in 2010. (see reverse side for documentation needed)**
- 3. A family pays tuition for sibling attending private elementary, secondary, or high school. (submit a letter from the appropriate school which lists the rates you must pay for the 2011-2012 year)**
- 4. A family maintains two households (generally temporarily) because of employment changes. (submit copy of lease or mortgage coupon for 2nd household, letter of explanation).**
- 5. A family pays employment or school related child care expenses. (submit copy of canceled check showing weekly or monthly amount, letter from provider)**
- 6. An independent student pays commuting expenses because the home is located outside of the Sioux City area. (letter of explanation, location of home, number of miles round-trip)**
- 7. Other: _____

_____**

The last date to submit an appeal for adjustments is one month before the end of the term for which you are enrolled.

PLEASE SEE REVERSE SIDE FOR INSTRUCTIONS ON PREPARING YOUR LETTER FOR REVIEW.

****ATTACH ALL DOCUMENTS TO THIS FORM AND RETURN AS SOON AS POSSIBLE****

Please present your situation(s) in a clear, specific format, we recommend a letter similar to the one below. We can analyze your situation and adjust your aid faster if you submit clear explanations and reasonable documentation.

- 1. Briefly explain the situation including the month and year expense began and when you expect it to end.**
- 2. Also give the actual cash cost of the situation and attach documentation to substantiate your case. You can appeal for changes in 2011 only.**

SIGNATURE IS REQUIRED ON ALL DOCUMENTS INCLUDING YOUR APPEAL LETTER

The ideal appeal letter...

DATE: May 1, 2011
REFERENCE: John Doe SSN 123-45-6789

Please consider this letter an appeal for review of my financial aid eligibility at Briar Cliff University.

SITUATION: I earned more in 2010 than I will in the 2011 calendar year because I quit my full-time job to return to school in August 2010. I hope to earn \$1,260 for the year.

AMOUNT EARNED: \$4,312 in 2010; \$1,260 projected income for Jan. 2011 – Dec. 2011.

DOCUMENTS: You must include the following documents:

- 1) Letter explaining loss of income.**
- 2) Paycheck stub(s) preferably year to date of each individual appealing loss of income.**
- 3) Termination notice or copy of resignation if applicable.**
- 4) Copy of 2010 federal tax return(s) if not already submitted to our office.**

Another example of an appeal follows...

DATE: May 1, 2011
REFERENCE: John Doe SSN 123-45-6789

Please consider this letter an appeal for review of my financial aid eligibility at Briar Cliff University.

SITUATION: **Medical expenses**

AMOUNT PAID: \$ _____ (write in total)

DOCUMENTS: **Schedule A of 2010 1040 tax form. If you DO NOT have a schedule A, you cannot appeal medical expenses.**

**FINANCIAL AID OFFICE
3303 REBECCA ST.
SIOUX CITY IA 51104
PHONE (712) 279-5200 FAX (712) 279-1632**