



FOR GCC OFFICE USE ONLY	
Received Date:	Initial:

**Professional Judgment Request Form**  
**Financial Aid Office**

Student Name (Last, First, Middle Initial)	Student ID	Contact No.
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Professional judgment is a process in which Financial Aid administrators may evaluate a student's account for additional aid eligibility due to unique and unusual circumstances. A student must have a verified FAFSA on file with Guam Community College. If a FAFSA has already been submitted, but was not selected for verification, the student must still complete the verification process. Verification documents will be requested separately as part of the Verification Process.

**TYPED and SIGNED detailed letter explaining your special circumstances** and email it with this form with **the required supporting documentation(s)** to the GCC Financial Aid Office at [financialaid@guamcc.edu](mailto:financialaid@guamcc.edu).

Additional documentation may be requested upon review of your professional judgment form and documentation that is provided. Please allow 2-4 weeks for processing.

Reason for Request																													
Check the reason(s) below and submit the supporting documentation.																													
<input type="checkbox"/> <b>Loss of income or change in income (Check all that apply):</b> Submit proof of year to date income and/or year to date expected income. If there is a loss of income, submit proof of reason for and date of income loss. Include most recent paystub(s) and letter from employer(s).  <b>Check all that apply:</b> <input type="checkbox"/> Parent <input type="checkbox"/> Student <input type="checkbox"/> Student's Spouse <b>Indicate the year of income loss:</b> 20 ____	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left; padding: 2px;">FOR GCC OFFICE USE ONLY</th> </tr> <tr> <th style="text-align: left; padding: 2px;">REQUIRED FOR LOSS OF INCOME</th> <th style="text-align: center; padding: 2px;">STUDENT</th> <th style="text-align: center; padding: 2px;">PARENT</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">TYPED &amp; SIGNED Detailed Letter</td> <td style="text-align: center; padding: 2px;"></td> <td style="text-align: center; padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Tax Return and W-2(s)</td> <td style="text-align: center; padding: 2px;"></td> <td style="text-align: center; padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Tax Return and W-2(s)</td> <td style="text-align: center; padding: 2px;"></td> <td style="text-align: center; padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Verification of Employment (VOE(s))</td> <td style="text-align: center; padding: 2px;"></td> <td style="text-align: center; padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Verification Worksheet</td> <td style="text-align: center; padding: 2px;"></td> <td style="text-align: center; padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Tax Transcript and W-2(s)</td> <td style="text-align: center; padding: 2px;"></td> <td style="text-align: center; padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Other:</td> <td style="text-align: center; padding: 2px;"></td> <td style="text-align: center; padding: 2px;"></td> </tr> </tbody> </table>		FOR GCC OFFICE USE ONLY			REQUIRED FOR LOSS OF INCOME	STUDENT	PARENT	TYPED & SIGNED Detailed Letter			Tax Return and W-2(s)			Tax Return and W-2(s)			Verification of Employment (VOE(s))			Verification Worksheet			Tax Transcript and W-2(s)			Other:		
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<input type="checkbox"/> <b>Private elementary and secondary education tuition for dependent children:</b> Submit a letter from the school on official letterhead documenting tuition paid for the current academic year.																													
<input type="checkbox"/> <b>Parent enrolled in college at least half-time seeking a degree/certificate:</b> Submit a letter explaining the reason for your parent's enrollment in postsecondary school. Include a copy of the parent's class schedule and an invoice from the school. Parents must be enrolled at least half-time (6 or more credits), be degree-seeking, and may not receive employer tuition reimbursement.																													
<input type="checkbox"/> <b>Death of parent or spouse:</b> Submit a copy of the death certificate and surviving parent or student expected current-year income.																													
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<input type="checkbox"/> <b>Divorce or separation (You or Your parents (if dependent) divorced or separated after FAFSA was completed):</b> <input type="checkbox"/> Parent <input type="checkbox"/> Student Submit a copy of the divorce decree or a letter of separation. Independent students should include FAFSA tax year Tax Return Transcript and W-2(s). Dependent students should include FAFSA tax year Tax Return Transcript(s) and W-2(s) for both parents.																													

<input type="checkbox"/>	<b>Dependency Override (Verification will happen after the decision has been made.):</b> Submit a detailed letter explaining your relationship with your parent(s). Also include three (3) signed letters of support from NON-relatives (for example, landlord, employer, teacher and/or clergy) who can confirm the statements in your letter of explanation. The letters of support should also include how they know you and for how long.
<input type="checkbox"/>	<b>Change of student's marital status from single to married:</b> Submit a letter of explanation, a copy of marriage certificate, and FAFSA tax year Tax Return Transcript(s) and W-2(s) for both parties.
<input type="checkbox"/>	<b>Other extenuating circumstances (attach separate sheet if needed):</b> Submit a letter explaining your special circumstances. Submit as much supporting documentation as possible to support your reason for requesting consideration. We will <b>NOT</b> consider consumer debt (e.g., auto loans, credit card payments, and mortgage) as a reason for professional judgment adjustments.  <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

If circumstances change, I/we accept the responsibility for contacting the Financial Aid Office in writing with the corrected information. I also understand that submitting this form late in any term may eliminate potential eligibility due to processing time, awarding, and disbursement requirements. All submitted documentation becomes part of the official record and therefore cannot be returned. Documents that become part of the Education Record are protected for privacy under federal law.

By signing this worksheet, you/(we) certify that all the information reported on it is complete and correct.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature (for Dependent students): \_\_\_\_\_ Date: \_\_\_\_\_

<b><u>FOR GCC OFFICE USE ONLY</u></b>		
PROFESSIONAL JUDGMENT COMPLETED	DATE: _____	SIGNATURE: _____
REMARKS: <u>Previous EFC:</u>	<u>New EFC:</u>	<u>New Transaction #:</u>

## Information Sheet: Professional Judgment Guidelines

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The Financial Aid Office may consider a student's unusual circumstances to make adjustment to the FAFSA data elements used to calculate the Expected Family Contribution (EFC) and/or change a student's dependency status, according to federal education laws and guidelines set by the U.S. Department of Education.

### Required Documentation and Processing

- A completed current FAFSA must be on file before your request will be reviewed.
- The Professional Judgment Request Form, a signed letter of explanation and non-returnable copies of supporting documentation.
- Any request submitted without documentation will be delayed.
- You will be selected for Verification. Requested documents are listed on MyGCC >> My Account >> Financial Aid Requirements. If the Verification Process has not been completed before submission of the Professional Judgment Request, all federal aid will be removed from your Student Account pending completion. If the Verification Process is never completed, all previously disbursed federal aid must be repaid by the student immediately.
- Please allow 2-4 weeks for processing. You will receive a notification email of the outcome sent to your GCC email.
- Please note all decisions are final.
- Additional documentation may be requested to support your claim.
- All supporting letters must be signed by the author and on letterhead (if applicable).

### Adjustments

Adjustments may be made to FAFSA data elements if the student can document a change in financial circumstances due to the reasons listed below:

1. **Change of student's marital status from single to married:** Submit a letter of explanation, a copy of marriage certificate, and FAFSA tax year Tax Return Transcript and W-2(s) for both parties.
2. **Dependency Override:** Submit a detailed letter explaining your relationship with your parent(s) and submit non-returnable copies of supporting documentation. Also include three (3) signed letters of support from NON-relatives (for example, landlord, employer, teacher and/or clergy) who can confirm the statements in your letter of explanation. The letters of support should also include how they know you and for how long.
3. **Loss of income or change in income: Parent/Student/Student's Spouse:** Submit proof of year to date income and/or year to date expected income. If there is a loss of income, submit proof of reason for and date of income loss. Include most recent paystub(s) and letter from employer(s).
4. **Medical and dental expenses paid – not covered by insurance:** Submit proof of actual medical and dental **payments made** not reimbursed by insurance during FAFSA tax year.
5. **Private elementary and secondary education tuition for dependent children:** Submit a letter from the school on official letterhead documenting tuition paid during the year and for whom.
6. **Parent is enrolled in college at least half time seeking a degree/certificate:** Submit a letter explaining the reason for your parent's enrollment in postsecondary school. Include a copy of the parent's class schedule and an invoice from the school. Parents must be enrolled at least half-time, degree-seeking, and may not receive employer tuition reimbursement.
7. **Death of a parent or spouse:** Submit a copy of the death certificate and surviving parent's or student's expected current-year income.
8. **Birth of a child during the school year:** Submit doctor's note indicating expected birth date of child. Provide proof the student is providing 50% or more support for the child.
9. **Divorce or separation:** Submit a copy of the divorce decree or a letter of separation. Independent students should include FAFSA tax year Tax Return Transcript and W-2(s). Dependent students should include FAFSA tax year Tax Return Transcript and W-2(s) for both parents.
10. **Other extenuating circumstances:** Submit a letter explaining your special circumstances. Submit as much supporting documentation as possible to support your reason for requesting consideration. We will **NOT** consider consumer debt (e.g., auto loans, credit card payments, and mortgage) as a reason for professional judgment adjustments.

### Non-Applicable Circumstances

- Standard living expenses (utilities, car payments, etc.)
- Mortgage payments
- Credit card/other personal debts
- Filing for bankruptcy
- Vacation expenses
- All other discretionary expense