

## Professional Judgment Appeal Form Instructions

We understand that the FAFSA does not take into account all situations and some students have special circumstances that impact their ability to pay for college. In order to review these situations, we require certain documentation. We encourage you to email or call our office to discuss your appeal. Prior to submitting an appeal, please read the following information.

- If you have been selected for Verification, that process must be completed prior to filing an appeal.
- During the appeal review, if any of the provided documentation conflicts with any information previously reported on the FAFSA, then our office is required to resolve the conflicting information regardless of if the appeal is approved or denied. This requirement could cause an increase or a decrease to your existing financial aid award.
- We may request additional information after reviewing the required items listed on this form.
- Please allow a minimum of three weeks for processing.
- Please ensure that you provide all required documentation upon submission. Fill in every blank. Sign where required.
- Approval of an appeal does not guarantee additional aid.
- Appeals cannot be used simply to request more financial aid.

**GRADUATE STUDENTS:** This type of appeal is not beneficial to you as your financial aid options through our office are limited to student loans. Please contact our office to discuss other options.

### Reasons for Appeal:

Examples include, but are not limited to the following:

- Unemployment of more than 4 weeks following job loss
- Death of a student's parent (or spouse if student is independent)
- The family has incurred extraordinary medical/dental expenses.
- The student or the student's parents have separated or divorced.
- The student or parent(s) no longer receives recurring income such as child support or other sources of income.
- The parent or student has received payment of non-recurring income (e.g., 401(k) or IRA withdrawal) which was unavailable for educational expenses.

**Deadline:** Although there is no specific deadline for submitting a Professional Judgment Appeal, it must be fully processed while the student is actively enrolled. Since the appeal involves multiple steps, submitting it later in the semester may risk incomplete processing. If any step is not finished before the student's enrollment ends, the appeal cannot be completed.

Please review the attached Professional Judgment Appeal Form which lists the documentation needed for each type of appeal. If you choose to pursue the appeal, please submit all required documents upon initial submission.

**Select Professional Judgment Appeal Form in our secure [document uploader](#) to submit your appeal. Do not upload this instruction page. Also, do not send your appeal via email. Virginia Tech does not open email attachments.**

**2025-2026  
Professional Judgment Appeal Form**

**Student ID #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Student's**
**Full Legal Name:**

 (Please print clearly) \_\_\_\_\_ , \_\_\_\_\_  
Last First

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**Required:**

Professional Judgment Appeal Form, completed and signed by both student and parent (if student is dependent).

 Written statement by **student or parent** describing the appeal circumstances. Use the box provided on this form or attach a separate signed document.

 Additional documentation listed below. You will find any forms or worksheets requested below [here](#).

CHECK	REASON FOR APPEAL	REQUIRED DOCUMENTATION
1.	Significant reduction in student or parent(s) income.  *Please note that the earliest we will consider an appeal due to unemployment will be four (4) weeks from the date of separation.	<p><b>Significant loss of income due to job loss or change in employment status</b>                      Copy of separation notice, showing last day worked.                      Final pay stub and documentation of severance pay (if applicable).                       Documentation of unemployment benefits dated within 90 days of submitting this appeal. If you chose not to apply for unemployment, let us know in your written statement.                      Copy of signed 2024 federal tax return and all 2024 W2s.</p> <p><b>Significant reduction in income due to special circumstances</b>                      Copy of last pay stub prior to income reduction.                      Copy of most recent pay stub showing reduced earnings.                      Copy of signed 2024 tax return.</p>
2.	The student's separation or divorce from their spouse (independent students only).  The student's parents' are now separated or divorced (dependent students only).	<p><b>Dependent Student</b>                      Signed letter stating the date of separation and identifying the parent who provides the most financial support, regardless of whom the student resides with for the majority of the year.                      Copies of a utility bill, etc. from each parent documenting separate physical addresses.                      Signed copy of 2024 federal tax return and 2024 W2s.  <a href="#">Asset Worksheet</a> for parents</p> <p><b>Independent Student</b>                      Letter stating the date of separation. The letter should list any dependents and include the amount of support payments (if any) provided to the student or dependents.                       Signed copy of 2024 federal tax return and 2024 W2s.  <a href="#">Asset Worksheet</a> for student and spouse.</p>

Student ID Number: \_\_\_\_\_

Last Name: \_\_\_\_\_

CHECK	REASON FOR APPEAL	REQUIRED DOCUMENTATION
3.	Death of student's parent or spouse (if independent) since completion of the FAFSA.	Copy of the parent's or spouse's death certificate. Copy of a signed 2024 federal tax return and all 2024 W2s.
4.	Parent or student received payment(s) of non-recurring income that is not available for educational expenses.	Documentation of amount and the source of the funding (examples may include 401(k) or IRA early withdrawal, etc.) Documentation of how funds were spent or obligated.
5.	Extraordinary family medical/dental expenses not covered or reimbursed by insurance.  Paid expenses can be appealed for one calendar year, either 2023 or 2024.	For 2023 expenses: submit a 2023 IRS 1040 Schedule A if you itemized medical expenses. If you did not itemize, submit proof of medical expenses paid in 2023. If there are many receipts, please provide a summary page with total in addition.  For 2024 expenses: submit a signed 2024 IRS 1040 Schedule A if you itemized medical expenses. If you did not itemize, submit proof of medical expenses paid in 2024. If your tax return has not yet been filed or you will not itemize, submit proof of medical expenses paid in 2024.  *Insurance Explanation of Benefits (EOB) is <u>not</u> acceptable documentation.
6.	Reduction or loss of recurring income such as child support, taxable Social Security, or other sources of income for the student or parent(s).	Termination of recurring income: documentation of the monthly benefit amount received and date of benefit termination.  Reduction of recurring income: documentation of both original benefit amount, date of reduction, and reduced benefit amount.
7.	Other	Explain your situation and provide supporting documentation. We will review your submission and reach out if additional information or documentation is needed.

**Statement describing the reason for your appeal**

**Important Notes**

- Allow at least **three weeks** after submitting all requested documents for your appeal result.
- Any additional aid received from this one-time appeal is only for this year. It will not be a recurring award.

If I purposely give false or misleading information, I may receive a fine, a prison sentence, or both. By signing this form, I certify that all information is complete and correct.

**Student's Signature:** \_\_\_\_\_

Electronic signatures are not allowed

**Date:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

Dependent students only

**Date:** \_\_\_\_\_