



Return to:
LSC Financial Aid Office
2101 Trinity Road
Duluth, MN 55811

financialaid@lsc.edu
Fax: 218-733-5945

2023-2024 Request for Professional Judgement

(Do not submit this form without the required documentation attached.)

Print Your Name: _____ Star/Tech Id: _____
Last Name First Name

Student's Preferred Name*: _____ Pronouns: _____

I am requesting the Financial Aid Office consider the following:

_____ **Significant change of Income:** (requests for this reason will not be accepted until January 2023 as you must have all W-2's for 2022 and filed your 2022 Federal income tax return before submitting this request.) We can analyze your situation and possibly adjust your aid faster if you submit clear and detailed explanations and sufficient documentation. If your change of income occurred in 2022, you may be asked to provide documentation to verify your 2022 income once that has been filed with the IRS.

- a. Complete the attached 2022 Income Worksheet, and attach your 2022 W-2's, signed 2020 Federal income tax return (after March 1, only a Federal income tax return transcript will be accepted) and any other income documentation that supports the figures you have reported on the income worksheet.
- b. Attach your 2021 Federal income tax return transcript, if you have not already submitted it to LSC for verification.
- c. Attach a written statement from you (spouse/parents if applicable) addressing the following:
 1. Detailed explanation as to the reason for the decrease in income (i.e. termination, disabled, position change, etc.)
 2. Date last employed.
 3. Why you feel this request should be considered.

_____ **Change of Marital Status for Dependent Students:** Dependent students who are married after the FAFSA has been filed can petition for Independent Status if they can demonstrate that the change impacts the student's ability to pay for school. You must update your marital status on the FAFSA before this petition can be considered.

- a. Provide income documentation for 2022 for yourself and your spouse (W-2's, Federal income tax return transcript, most recent paystub).
- b. Attach 2021 Federal income tax return transcripts for yourself and your spouse, if you have not already submitted them to LSC for verification.
- c. Attach a written statement addressing the impact on your ability to pay and why you feel this request should be considered.

_____ **Adjustment to Standard Cost of Attendance:** You may request an adjustment to the standard cost of attendance based on unusual or excessive expenses. Adjustments to the standard budget are granted based on documented unusual expenses and will normally result in increased self-help funds (loans/work-study), not increased grant aid. Examples of this kind of adjustment would be cost of tools or flight fees that are required for the program; excessive medical expenses paid; expenses related to a handicap/disability. In order for an adjustment to be considered, you must provide the following:

- a. Detailed explanation of the nature of the request, what the unusual expenses are, when and why they occurred.
- b. Documentation of the unusual expenses. This can include cancelled checks, receipts, course schedule, information from the instructor as to the detailed costs of tools, etc.

_____ **Other:** You must provide a statement and supporting documentation for consideration of this request. Your statement must clearly identify your special circumstance and what you are requesting. Your documentation must support your request.

Student's Signature Parent's Signature (for Dependent students) Date

OFFICE USE ONLY

_____ This request has been approved. _____

_____ This request has been denied for the following reason: _____



Return to:
 LSC Financial Aid Office
 2101 Trinity Road
 Duluth, MN 55811
financialaid@lsc.edu
 Fax: 218-733-5945

2022 Income Worksheet

(This form is only required if your request is for a significant change of income)

Print Your Name: _____ Star/Tech Id: _____
Last Name First Name

Student's Preferred Name*: _____ Pronouns: _____

Please complete this form if your income and/or your spouse's or parent's income was substantially less in 2022 than in 2021 and you are submitting the **Request for Professional Judgment** along with supporting documentation and letters of explanation.

Actual Income Received for January 1, 2022 - December 31, 2022. (Attach W-2's, 2021 Federal income tax return (after March 1, only a Federal income tax return transcript will be accepted) and any other documentation supporting the figures you report below.)

	Student	Spouse	Father	Mother
Wages earned: (attach federal tax return & W-2's)	\$	\$	\$	\$
Unemployment Benefits: (attach determination of benefits letter)	\$	\$	\$	\$
Child Support:	\$	\$	\$	\$
Worker's Compensation:	\$	\$	\$	\$
Disability:	\$	\$	\$	\$
Cash you received or money paid on your behalf for things such as rent, food, gas, etc.:	\$	\$	\$	\$
Any other income:(attach any 1099's)	\$	\$	\$	\$

If you had one time income (i.e., inheritance, IRS or pension distribution) during 2021 that you no longer had in 2022, identify the source and how funds were spent or invested. You will need to provide supporting documentation to verify that the income is no longer available for educational expenses.

I understand that all information requested by the Financial Aid Administrator must be submitted before an adjustment will be made. I certify that the above information is true and complete to the best of my knowledge.

 Student's Signature Parent's Signature (for Dependent students) Date

This document can be made available in alternative formats by contacting Disability Services at 218-733-7650 (voice) or 218-733-7705 (TTY).

* If you would like your preferred name on your LSC records, please update in your e-Services account in the "name and address" section. Your preferred name may not appear on every communication that you receive from LSC.