
2011-2012 Professional Judgment Request (Independent Students)

Name: _____ **Social Security # or Student ID:** _____

Phone: _____ **Email address:** _____

Please check the categories that apply to your request:

- | | |
|---|--|
| <input type="checkbox"/> A. Recently unemployed | <input type="checkbox"/> D. Loss of Income or Benefits |
| <input type="checkbox"/> B. Separated or Divorced | <input type="checkbox"/> E. Received one-time income in 2010 |
| <input type="checkbox"/> C. Death of Spouse | <input type="checkbox"/> F. Other changed in Income. |

1. Submit a copy of your and your spouse's **2010 Federal Income Tax forms**, along with an **Independent Verification Worksheet**.
2. Give a written reason for the request on this form **in the section below**.
3. If you or your spouse are now unemployed, you must submit a **letter** on company letterhead stating the exact **date of termination**. If you or your spouse are receiving unemployment benefits, you must submit an unemployment payment history statement. This form can be obtained from the **Employment Security Commission**.
4. If you are requesting a special condition due to high medical bills, you must submit a copy of each bill you or your spouse have paid out of pocket (not of bills that insurance has paid). This can include gas for trips to the doctor, medicine or equipment.
5. In the case of the death of a spouse or parent, please provide a copy of the Death Certificate.

Please return this form and attach ALL required documentation to the Richmond Community College Financial Aid Office. Your application cannot be reviewed until all documentation is received.

Please explain the special circumstances that you or your spouse have that might affect your need for student financial aid.

I certify that the information provided is accurate and agree to provide additional information if it is requested. I understand that it may be used to override federal regulations. I understand that if I purposely give false or misleading information in connection with my application for federal aid, I may be subject to a fine of up to \$20,000, sent to prison or both.

Student Signature

Date

OFFICE USE ONLY