Albany State University

OFFICE OF FINANCIAL AID

2012-2013 Professional Judgment request for Dependency Override
(Dependent to Independent)

Student's Name: _____ _____ _____ Ram ID#_____
Last First MI

Demographic Information

1. Date of Birth: _____/_____/_____

2. Permanent Street Address: _____

3. Permanent City: _____ 4. State: _____ 5. Zip: _____

6: Permanent Phone#: ( ) _____ - _____ 8. Mobile Phone#: ( ) _____ - _____

9. Email Address: _____ Alternate Email Address:_____

10. Last Semester / Current Semester of Enrollment: _____

By submitting this document, you are applying for Professional Judgment because you are a dependent student that is seeking to change your status to independent for the purpose of determining financial aid eligibility.

The Department of Education grants Financial Aid Administrators the ability to make adjustments to the data elements that are used in calculating the EFC as reported on the Free Application for Student Financial Aid (FAFSA). These adjustments are made by using Professional Judgment. These changes must be documented and must relate to your special circumstances. Special Circumstances are conditions that DIFFERENTIATE an individual student, not conditions that exist for a whole class of students. Therefore, adjustments may only be made on a case-by-case basis.

NOTE: All students requesting review of current financial aid status based on special circumstances MUST have completed the 2011-2012 Free Application for Federal Student Aid (FAFSA). This form may be completed online at www.fafsa.ed.gov.

Your parents' unwillingness to provide documentation for completing the FAFSA or for completing the Verification Process cannot be used in determining dependency.

ALBANY STATE UNIVERSITY • 504 COLLEGE DRIVE • ALBANY GEORGIA 31705
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SECTION A: Special Circumstance(S) (please check which special circumstance(s) applies to you. Please provide all documentation that is listed as Required Documentation. Any documentation listed as required, but not submitted will cause a delay in our ability to review your request.

Special Circumstance	For a Dependent Student	Required Documentation
❑ Letter Explaining why you should be classified as an Independent Student for Financial Aid purposes	Please provide an official business letter explaining the details of you current living situation which makes you Independent.	Detailed letter explaining your present household situation.
❑ You have dependents other than your natural child	Other Dependents would be anyone that you provide at least 51% of their financial support AND live with you. Other Dependents are refer to anyone that is not your natural or adopted child	Required Documentation include • Detailed Letter explaining your present situation • School Registration Forms • Any documentation which proves that the dependent in question lives at your place of residence • Any bills which you are paying for the dependent • Receipts and/or canceled checks • Itemized list of financial support which you are providing to the dependent. • 2012-2013 Verification Worksheet • 2011 Federal Tax Returns (1040, 1040A or 1040EZ)
❑ Death of Parent (Single Parent Situation)	If you are an orphan or ward court, you do not have to complete this document, but should contact your Financial Aid Advisor and update your FAFSA under Section 2 (Student Dependency Status) and answer YES to I was a dependent or Ward of the court since turning 13. If you lived with a single parent that is now deceased and you do not know the whereabouts of your other parent, you should provide the required information.	Required Documentation include • Detailed Letter explaining your present situation • Proof of death (funeral program), death certificate • Statement from the person you are currently living with as a result of the death of your parent. • 2012-2013 Verification Worksheet • 2011 Federal Tax Returns (1040, 1040A or 1040EZ)
❑ Other Situations	Other situations are situations where you have abruptly left the home, or you were removed from the home due to situations which have lead you to be either homeless or abandoned. The situation has to be unique. If you were forced to leave parents due to any of the following situation: Abuse (any form) Abandonment Parent is incarcerated	Required Documentation include • Detailed Letter explaining your present situation • Three (3) letters from persons that are familiar with your situation. If three people are unaware of your situation, provide documentation from someone other than yourself. • Statement from the person you are currently living with as a result your situation. • 2012-2013 Verification Worksheet • 2011 Federal Tax Returns (1040, 1040A or 1040EZ) **Your parents' unwillingness to provide documentation for completing the FAFSA or Verification Process in not a valid situation.**

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SECTION B: Projected Income and Benefits from January 1, 2012 to December 31, 2012

SOURCE OF INCOME:	STUDENT
Wages, Tips, Salary	$
Interest and/or Dividend Income	$
Business/Farm Income	$
Unemployment Compensation	$
Worker's Compensation	$
Pensions and/or Annuities	$
Severance Pay	$
Retirement Benefits	$
Social Security/SSI Benefits	$
Child Support	$
Alimony	$
Welfare Benefits	$
Other: _____	$
TOTAL OF ALL INCOME	$

Complete only if your special circumstances is for Medical/Dental Expenses Paid in 2010

Medical/Dental Expenses in 2011 $_____ $_____ $_____ $_____

Complete only if your special circumstance is for a One-Time SUM Payment Received in 2010

Amount of Lump Sum Received in 2011 $_____ $_____ $_____ $_____

SECTION C: Certification Statement:

All of the information on this form is true and completed to be best of my knowledge. If requested, I agree to provide further documentation to substantiate the information provided. I understand that all special circumstances are reviewed on a case-by-case basis and this written request does not in any way guarantee approval and/or actual changes of the financial aid funds already awarded.

Student Signature _____ Date _____

Have you provided the Following?

- ❑ Letter detailing the special Circumstance
- ❑ Appropriate Signatures on ALL forms
- ❑ All Required Documentation as indicated
- ❑ Tax returns, schedules, and W2 Income Statements
- ❑ Separated signed document from a 3rd party (if applicable)
- ❑ Student's Name, RAMID, and Date of Birth on ALL forms