



ATS/AGSC Graduate Programs
 Student Financial Services
 350 North Highland Ave., Nyack, NY 10960
 (845) 770-5772

2008-2009 Professional Judgment

Alliance Theological Seminary realizes that students may experience unforeseen circumstances and/or expenses during the academic year 08-09, which may not be reflected on the FAFSA (Free Application For Federal Student Aid). This form is designed to address the possible need for additional **FEDERAL** assistance as a result of these expenses and/or unusual circumstances through a process called a 'Professional Judgment'.

- Federal Financial Aid regulations state that the Institution's decision to perform a Professional Judgment on a student's and/or spouse's income must be made on a case-by-case basis, justified by an individual student's unusual circumstances, and must be documented in the student's file.
- Students appealing for a Professional Judgment will be expected to provide **ALL** required documentation. Additional documentation supporting your particular situation may be submitted by the student and/or requested by the Office of Student Services.
- You must complete this form and attach **ALL** applicable documentation to be considered for a Professional Judgment at Alliance Theological Seminary.
- Renewal of the Professional Judgment is **NOT** automatic. If this request for a Professional Judgment is approved, it is granted **ONLY** for the 2008-2009 academic year.

To complete an appeal, **fill in all blanks, attach the requested documents, sign and date this form on the back.** Please submit this form to the Office of Student Services. You will be notified of the decision by mail, e-mail or phone.

Student Name: _____ SSN: _____

Phone: _____ E-mail (one you check regularly): _____

1. REASON FOR INCOME REDUCTION (check those that apply):

REASON FOR CHANGE IN INCOME	DATE	FAMILY MEMBER AFFECTED
<input type="checkbox"/> Loss/Change In Employment Status Of Student Or Spouse		
<input type="checkbox"/> Divorce/Separation/Death Of Spouse		
<input type="checkbox"/> Loss Of Untaxed Income Of Student Or Spouse		
<input type="checkbox"/> Disability Of Student Or Spouse		
<input type="checkbox"/> Unusual Medical Expenses Not Covered By Insurance		
<input type="checkbox"/> Other Unusual Expenses Briefly Describe: _____		

2. REQUIRED DOCUMENTATION FOR PROFESSIONAL JUDGEMENT APPEAL:

- LOSS/CHANGE IN EMPLOYMENT STATUS OF STUDENT OR SPOUSE
 - ___ Letter of explanation (signed and dated)
 - ___ Letters from prior employers, stating termination dates and 2008/2009 earnings to date (signed and dated)
 - ___ Letters from current employers, stating expected earnings for 2008 (signed and dated)
 - ___ Copy of last pay stub for each job held during 2008
 - ___ Copy of signed 2008 Federal 1040 Income Tax Returns of student and/or spouse
 - ___ Complete expected income worksheet below
 - ___ Other: _____

- DIVORCE/SEPARATION/DEATH OF SPOUSE
 - ___ Letter of Explanation (signed and dated)
 - ___ **Divorce**- Copy of divorce decree
 - ___ **Separation**- Copy of the legal separation document or a signed statement from attorney showing date of separation or a notarized statement from an unrelated third party
 - ___ **Death**- Death Certificate or a notarized statement from an unrelated third party
 - ___ Copy of signed 2007 Federal 1040 Income Tax Returns of student and/or spouse

- LOSS OF UNTAXED INCOME OF STUDENT OR SPOUSE
 - ___ Letter of Explanation (signed and dated)
 - ___ Copy of a letter from the agency that provided the benefits, detailing termination of benefits and copies of summaries of benefits

- DISABILITY OF STUDENT OR SPOUSE
 - ___ Letter of Explanation (signed and dated)
 - ___ Medical documentation of disability and of any benefits received as a result of the disability.
 - ___ Income from all sources for 2008/2009

- UNUSUAL MEDICAL EXPENSES NOT COVERED BY INSURANCE
 - ___ Letter of Explanation (signed and dated)
 - ___ A copy of 'Schedule A' of the 2007 Federal 1040 Income Tax Returns or canceled checks or receipts showing amount paid, with statement(s) from insurance company showing expenses were not reimbursed.

- OTHER UNUSUAL EXPENSES NOT COVERED ABOVE
 - ___ Letter of explanation and supporting documentation

3. 2008 EXPECTED GROSS INCOME WORKSHEET

Complete this worksheet and use student and/or spouse expected income for the year 2008.
(If the answer is '0' or the question does not apply enter 0)

Income	Student	Spouse
INCOME FROM JANUARY 1, 2008 TO TODAY		
-Wages, Salaries	\$	\$
-Other Taxable Income	\$	\$
-Child Support	\$	\$
-Other Untaxed Income	\$	\$
-Unemployment benefits	\$	\$
ANTICIPATED INCOME FROM TODAY TO DECEMBER 31, 2008		
-Wages, salaries	\$	\$
-Other Taxable Income	\$	\$
-Child Support	\$	\$
-Other Untaxed Income	\$	\$
-Unemployment benefits	\$	\$
TOTAL EXPECTED 2008 GROSS INCOME	\$	\$

I certify that all the information reported on this request for Professional Judgment is true and complete to the best of my knowledge. I also give authorization to Nyack College to make any necessary changes to my Federal Student Aid Report.

Student Signature _____

Date _____

Spouse Signature _____

Date _____