



2009 – 2010 Professional Judgment (PJ) Worksheet

Student Name: _____ **Student ID:** **S** _____

Phone Number: _____ **CCD Email:** _____ **@student.ccs.edu**

Note: All requests and information (including information about financial aid awards) will be emailed to your CCD Email Account. For instructions on activating your account, please visit www.ccd.edu/finaid or contact our office at 303-556-5503.

The Community College of Denver understands that special circumstances occur which may affect a student's financial aid eligibility. A request for Professional Judgment (PJ) is appropriate when you, your spouse, or your parents experience a change in the income that was reported on your original financial aid application. This request must include a written statement that discusses the reason for the requested change. Also, you must include supporting documentation as proof of the change. Requests without documentation will not be considered. Requests for PJ received after January 1, 2010 will require a signed copy of your (and/or your parent's) 2009 federal income tax return or W2's. Please note: Approval of this application does not guarantee that you will receive any additional financial aid.

The following items must be submitted with this form for consideration of your appeal:

1. Explanation for request of re-evaluation. Please attach a personal statement explaining the circumstances surrounding your request and the dates the episodes occurred.

2. Reason for the request (Please mark all that apply):

_____ **Reduction in income or earnings.** Please attach the following documents:

- Statement from employer regarding termination or change in employment (with specific dates)
- Last 3 pay check stubs (if you are submitting this request for a PJ after January 1, 2010 we will require a signed 2009 income tax return or W2's)
- New employer (if applicable) pay stub showing new wages
- Documentation of unemployment benefits

_____ **Divorce or separation (of parents for dependent students).** This option to be completed only if marital status has changed since filing the 2009-2010 FAFSA. Please attach the following documents:

- Divorce Decree or Separation Agreement
- Prior year's W2's for student or parent whose income information is to be included
- Last 3 paycheck stubs for student or parent whose income information is to be included (if you are submitting this request a for PJ after January 1, 2010 we will require a signed 2009 income tax return or W2's)

_____ **Death of parent or spouse.** Please attach the following documents:

- Death certificate
- Prior year's W2's for student or parent whose income information is to be included
- Last 3 paycheck stubs for student or parent whose income information is to be included (if you are submitting this request for a PJ after January 1, 2010 we will require a signed 2009 income tax return or W2's)

_____ **Other.** Examples: Paid medical bills in excess of 11% of your (and/or your parents) Adjusted Gross Income; additional costs associated with having a disability, etc. (Please specify the reason for the request in your personal statement. Attach documentation to support your appeal.)

