

2019–2020 PROFESSIONAL JUDGMENT APPLICATION
1 OF 3

Professional judgment is a process in which Financial Aid administrators may evaluate a student’s account for additional aid eligibility due to unique and unusual circumstances. A student must have a verified FAFSA on file with Liberty University. If a FAFSA has already been submitted, but was not selected for verification, the student must still complete the verification process. Students should continue the enrollment process of registration and completing Financial Check-In (FCI) if they plan to attend Liberty, and should not wait on the outcome of a professional judgment before completing these items. Not registering and/or not completing FCI may result in a late fee, loss of housing preference, loss of schedule, etc. Students should continually check ASIST for updates or additional documentation requests.

Form submission deadlines: April 1st for Resident students and June 1st for Online students. Please have the student’s name and Liberty ID on all documents to prevent processing delays. The table below lists basic verification requirements:

Dependent Students	Independent Students
<input type="checkbox"/> 2019–20 Dependent Verification form, completed and signed by at least one parent	<input type="checkbox"/> 2019–20 Independent Verification form, completed and signed
<input type="checkbox"/> Copy of yours and your parent’s 2017 IRS Tax Return Transcript or IRS Tax Return	<input type="checkbox"/> Copy of yours and your spouse’s (if applicable) 2017 IRS Tax Return Transcript or IRS Tax Return

Professional Judgment Request (check all that apply)

Please note that document requests encompass multiple years and might not be applicable to the student/parent at the time of application submission.

LOSS OF EMPLOYMENT
 We review loss of employment that took place for at least 12 consecutive weeks after Jan. 1, 2017 and before Dec. 31, 2019.

Documentation Needed:

- Official documentation verifying date of job loss (e.g. severance letter, unemployment decision, etc.)
- Final paycheck stub(s) received
- Unemployment history summary reporting benefits received to date and balance remaining in 2018 or 2019
- Copy of 2017 IRS Tax Return Transcript or IRS Tax Return:
 - Dependent students should submit their parent’s IRS Tax Return Transcript(s) or IRS Tax Return(s)
 - Independent students should submit their (and their spouse’s, if applicable) IRS Tax Return Transcript or IRS Tax Return
- Copy of all W2s reported on the 2017 IRS Tax Return Transcript(s) or IRS Tax Return(s)
- If employed after job loss, please include most recent paycheck stubs of any and all employment

LOSS/REDUCTION OF SELF-EMPLOYMENT INCOME
 We review loss or reduction of gross income (before expenses) that took place for at least 12 consecutive weeks after Jan. 1, 2017 and before Dec. 31, 2019.

Documentation Needed:

- Statement indicating date of self-employment loss or reduction
- Copy of 2017 IRS Tax Return Transcript or IRS Tax Return:
 - Dependent students should submit their parent’s IRS Tax Return Transcript(s) or IRS Tax Return(s)
 - Independent students should submit their (and their spouse’s, if applicable) IRS Tax Return Transcript or IRS Tax Return
- For loss of self-employment income: Income Statement showing net earned income for the 2018/2019 tax year
- For reduction of self-employment income: Pro Forma Income Statement projecting income for the 2018/2019 tax year
- If employed after job loss, please include most recent paycheck stubs of any and all employment

2019–2020 PROFESSIONAL JUDGMENT APPLICATION

2 OF 3

 REDUCTION OF INCOME (Check all that apply) REDUCTION IN WAGES/HOURS:

Current employer has reduced wages and/or hours for at least 12 consecutive weeks in 2017, 2018, or 2019 for you, your spouse, or your parent (if dependent).

Documentation Needed:

- Employer documentation verifying change in employment status (e.g. furlough)
- Copy of paycheck stub(s) received before reduction and copy of most recent paycheck stub(s) since reduction in 2018 or 2019
- Copy of 2017 IRS Tax Return Transcript or IRS Tax Return:
 - Dependent students should submit their parent's IRS Tax Return Transcript or IRS Tax Return
 - Independent students should submit their (and their spouse's, if applicable) IRS Tax Return Transcript or IRS Tax Return

 REDUCTION IN INCOME/BENEFITS:

You, your spouse, or your parent(s), if dependent, lost income or benefits outside of employment (i.e. child support, unemployment, etc.).

Documentation Needed:

- Third-party official documentation reporting date income or benefit was terminated/exhausted
- Copy of 2017 IRS Tax Return Transcript or IRS Tax Return:
 - Dependent students should submit their parent's IRS Tax Return Transcript(s) or IRS Tax Return(s)
 - Independent students should submit their (and their spouse's, if applicable) IRS Tax Return Transcript or IRS Tax Return

 DUE TO MEDICAL LEAVE:

You, your spouse, or your parent(s), if dependent, lost income due to medical leave related to the illness or injury of an immediate family member of the student (or spouse, if applicable).

Documentation Needed:

- Doctor's note indicating illness/injury related to loss of income and dates surrounding medical leave
- Disability, worker's compensation or other applicable documentation showing any income generated while on medical leave as a result of medical leave
- Last full paycheck stub before medical leave of employee who lost income

 WITHDRAWAL OF PENSION:

You, your spouse, or your parent(s), if dependent, made a withdrawal/distribution of pension due to hardships (e.g. loss of employment). Please submit a copy of the 2017 Tax Return Transcript or IRS Tax Return. Dependent students should submit their parent's IRS Tax Return Transcript(s) or IRS Tax Return(s) and independent students should submit their (and their spouse's, if applicable) IRS Tax Return Transcript or IRS Tax Return.

 DIVORCE/SEPARATION

You/your parents divorced or separated after the FAFSA was completed.

Documentation Needed:

- For separation: Signed statement indicating date of separation AND two official documents (e.g. copy of lease, utility bill, driver's license, etc.) verifying the physical address of the absent spouse/parent (no P.O. boxes)
- For divorce: A divorce decree
- Copy of 2017 IRS Tax Return Transcript:
 - Dependent students should submit their parent's IRS Tax Return Transcript(s) or IRS Tax Return(s)
 - Independent students should submit their (and their spouse's, if applicable) IRS Tax Return Transcript or IRS Tax Return
- Copy of all W2s reported on the 2017 IRS Tax Return Transcript(s) or IRS Tax Return(s)

2019–2020 PROFESSIONAL JUDGMENT APPLICATION
3 OF 3

UNUSUAL MEDICAL/DENTAL EXPENSES

Medical and/or dental expenses for 2017, 2018, or 2019 that were paid out-of-pocket (i.e. not what insurance covered) for you, your spouse (if applicable) and/or your parent(s)/sibling(s), if dependent.

Documentation Needed:

- A copy of Schedule A from your 2017, 2018, and/or 2019 IRS Tax Return (itemized deductions schedule)
- Copies of canceled checks for out-of-pocket payments and/or receipts of payments
- A copy of your FSA or HSA account showing payments AND/OR a copy of your medical account listing payments and dates

DEATH OF PARENT OR SPOUSE

Your spouse/parent passed away after the FAFSA was completed.

Documentation Needed:

- Copy of the death certificate or a published newspaper obituary with date of death
- Copy of 2017 IRS Tax Return Transcript or IRS Tax Return:
 - Dependent students should submit their parent's IRS Tax Return Transcript(s) or IRS Tax Return(s)
 - Independent students should submit their (and their spouse's, if applicable) IRS Tax Return Transcript or IRS Tax Return
- Copy of all W2s reported on the 2017 IRS Tax Return Transcript(s) or IRS Tax Return(s)

PRIVATE SCHOOL TUITION

Only elementary/secondary tuition expenses paid for 2017, 2018, or 2019 are considered. Please submit documentation on letterhead or a bill reporting the amount of tuition paid and the names of the children who attended. Fees, books, supplies, etc. cannot be included in this amount.

- Dependent students: Tuition paid for siblings only
- Independent students: Tuition paid for dependent children only

COLLEGE TUITION COST FOR PARENTS

Parent(s) must be enrolled at least half-time per semester/quarter, in regionally accredited institution, and working toward a degree, certificate, or program leading to a recognized education credential. Please submit documentation on letterhead or a bill from the college reporting tuition expenses, number of credit hours, and degree program for the 2019–2020 academic year.

Statement of Certification and Authorization

If circumstances change, I/we accept the responsibility for contacting the Financial Aid Office in writing with the corrected information. I also understand that submitting this form late in any term may eliminate potential eligibility due to processing time, awarding, and disbursement requirements. All submitted documentation becomes part of the official record and therefore cannot be returned. Documents that become part of the Education Record are protected for privacy under federal law.

By signing this worksheet, you (we) certify that all the information reported on it is complete and correct. Because this information may affect federal aid eligibility, purposely giving false or misleading information may cause you to be fined up to \$20,000, sent to prison, or both.

Student Signature

Date

Parent Signature

Date