

2022–2023 PROFESSIONAL JUDGMENT APPLICATION
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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 selected by the U.S. Department of Education. 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 course schedule, etc. Students should continually check ASIST for updates or additional documentation requests. Please have the student’s name and Liberty ID on all documents to prevent processing delays.

2022-2023 Form submission deadlines: April 1, 2023 for Resident students and June 1, 2023 for Online students

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.

AFFECTED BY COVID-19

LOSS OF EMPLOYMENT
 We review loss of employment that took place for at least 12 consecutive weeks after Jan. 1, 2020 and before Dec. 31, 2022.

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 2021 or 2022
- If employed after job loss, please include most recent paycheck stubs of any and all employment
- Pro Forma Income Statement providing/projecting month to month income for the recent tax years. **Please fill out the Gross Income column only.** This can be found in your ASIST account by selecting the Financial Aid tab and then selecting Financial Aid Forms and the appropriate aid year.

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, 2020 and before Dec. 31, 2022.

Documentation Needed:

- If employed after job loss, please include most recent paycheck stubs of any and all employment
- Unemployment history summary if applicable reporting benefits received to date and balance remaining in 2021 and 2022
- Pro Forma Income Statement providing/projecting month to month income for the recent tax years. This can be found in your ASIST account by selecting the Financial Aid tab and then selecting Financial Aid Forms and the appropriate aid year.

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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 20 2021 , or 202 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 2021 or 2022
- Pro Forma Income Statement providing/projecting month to month income for the recent tax years. **Please fill out the Gross Income column only.** This can be found in your ASIST account by selecting the Financial Aid tab and then selecting Financial Aid Forms and the appropriate aid year .

REDUCTION IN INCOME/BENEFITS:

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of employment (i.e. child support, unemployment, etc.).

Documentation Needed:

- Third-party official documentation reporting date income or benefit was terminated/exhausted

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
- Pro Forma Income Statement providing/projecting month to month income for the recent tax years. Please fill out the Gross Income column only. This can be found in your ASIST account by selecting the Financial Aid tab and then selecting Financial Aid Forms and the appropriate aid year.

WITHDRAWAL OF PENSION:

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DRVPSORPE
REPDERIGG

Copy of 2020 IRS Tax Return Transcript:

- Dependent students should submit their parent's IRS tax return transcript(s)
- Independent students should their (and their spouse's, if applicable) IRS tax return transcript

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 2020 IRS Tax Return Transcript:
 - Dependent students should submit their parent's IRS tax return transcript(s)
 - Independent students should submit their (and their spouse's, if applicable) IRS tax return transcript
- Copy of all W2s reported on the 2020 IRS tax return transcript(s)

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3 OF 3 UNUSUAL MEDICAL/DENTAL EXPENSES

Medical and/or dental expenses for 2020, 2021, or 2022 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 2020, 2021, and/or 2022 income 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 2020 IRS Tax Return Transcript
 - Dependent students should submit their parent's IRS tax return transcript(s)
 - Independent students should submit their (and their spouse's, if applicable) IRS tax return transcript
- Copy of all W2s reported on the 2020 IRS tax return transcript(s)

 PRIVATE SCHOOL TUITION

Only elementary/secondary tuition expenses paid out of pocket for 2020, 2021, or 2022 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 paid out of pocket, number of credit hours, and degree program for the 2022–2023 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