

PJ - Unusual Circumstance Appeal Form 2024-2025

Student Information:

Last Name	First Name	Middle Initial	Student ID #

The Higher Education Act allows student financial aid administrators to address unusual circumstances utilizing professional judgment. The professional judgment process may allow the Gurnick Financial Aid Department to offer additional forms of student financial aid. Unusual Circumstances refer to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation (e.g., human trafficking, refugee or asylee status, parental abuse or abandonment, incarceration), more commonly referred to as a dependency override. While we welcome the opportunity to review a family's unique situation, we cannot guarantee that each review will produce a specific, desired outcome.

****A PJ MUST be submitted no later than 30 days from graduation. Any PJ that is requested less than 30 days from graduation will be rejected.**

Section 1: You must complete the following steps:

- 1) Write a detailed letter of appeal explaining your unusual circumstance and submit it with this form.
- 2) Place a check mark beside **all** circumstances that may apply as listed below.
- 3) Submit the required documentation listed for each item you checked. Write the student's name and Student Identification Number on the top of every page submitted.

Additional documentation may be requested upon review of your professional judgment appeal form, including the completion of the verification process, if required.

Check the boxes that apply and submit the corresponding documentation.

☐ **Dependency Override (PJ):**

- Written statement from student explaining reason for requesting Dependency Override
- 2 letters of support from (one of the two letters must be from a non-relative/third-party) who can confirm the statements in your letter of explanation. Acceptable non-relative/third party letters can come from clergy, law enforcement, lawyer, teacher, employer, etc.

** Note: The letters of support must include the relationship of the author to the student as well as how long the author has known the student**

The following are **not** considered unusual circumstances:

- Parents refuse to contribute to the student's education.
- Parents will not provide information for the FAFSA or verification.
- Parents do not claim the student as a dependent for income tax purposes.
- Student demonstrates total self-sufficiency.

**Note: If student is claiming to be homeless or at-risk of homelessness, please complete the "23-24 Homelessness Determination Interview Questions Form"*

☐ **Other** _____

- Complete documentation to support your reason(s) for requesting consideration
- We will not consider consumer debt (i.e., auto loans, credit card payments, mortgage payments) as a reason for

Allow up to 30 business days for processing of this Professional Judgment request. You will receive a notification of the outcome via your preferred email address that is listed on file at Gurnick Academy of Medical Arts. Please note all decisions are final. Additional documentation may be requested to support your situation. Any request submitted without documentation will be delayed. Students that have been selected for verification MUST complete that process before their Professional Judgment Request will be reviewed.

This form must be submitted no later than 1 month prior to the end of class

Section 2: Certification Statement

The information contained in this appeal and any supporting documents is true and complete to the best of my knowledge.
I understand that submission of this appeal form does not guarantee a change in my financial aid eligibility.

Student's Signature (required)

Date

Parent's Signature (required if student is a Dependent student)

Date