

E	Student ID #										Last Name										First Name				
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### Eastern Illinois University 2021-2022 Request for Professional Judgment Review

This form is used to re-evaluate your eligibility for 2021-2022 financial aid. We will act on your request for a re-evaluation only after receiving supporting documentation which confirms your circumstance(s). Please be aware that a re-evaluation does not guarantee an increase in your financial assistance. An increase depends on the availability of funds and demonstrated financial need. Decisions may take 4-6 weeks. **The complete PJ Policy can be viewed [here](#).**

***The deadline for appeals for students enrolled fall semester only is November 1, 2021.***

***The deadline for students enrolled spring semester only, or for both fall and spring semesters, is April 1, 2022.***

Please submit this completed form, a paper copy of your 2019 tax return and all requested documentation below. Please include the student E# on each page) to: Eastern Illinois University, Office of Financial Aid and Scholarships, 600 Lincoln Ave., Charleston, IL 61920  
 Fax: 217-581-6422                                      Email: [finaidverification@eiu.edu](mailto:finaidverification@eiu.edu)                                      Questions? Call 217-581-6405

#### Reason for Request and Additional Documentation Required

**Please check the reason which best applies to your request for Professional Judgment.**

Examples of documentation are listed below for common Professional Judgment reasons; **however additional information may also be requested from you. If you have previously linked your tax information using the IRS data retrieval tool, please note that a paper copy of your 2019 tax information will be required as any updates to your FAFSA will “un-link” the original information.**

Please Note: Although each family’s situation is reviewed on an individual basis, the following reasons generally do **not** result in a change to financial aid eligibility: **bankruptcy (Chapter 7) and foreclosure**. If you are considering Professional Judgment based upon one of these reasons, please contact our office prior to submitting this form.

- Loss/Reduction of Employment (must be out of employment for 4+ weeks) Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_**
  - Submit a copy of your parent’s letter of separation/termination or letter from previous employer on company letterhead stating effective date and the circumstances under which they left their employment; and
  - Submit a copy of the last and current pay statements showing gross year-to-date wages from each job worked for both parents; and
  - Submit unemployment benefits statement from state agency stating start and end dates, gross weekly amount, and total amount of benefits; and
  - Submit proof of severance pay received, 401K, IRA, stocks/bonds, pensions, or other assets converted to cash.
  
- Retirement/Military Discharge Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_**
  - Letter from employer (DD214, Member-4 copy for military discharge)
  - Verification of taxable Social Security Benefits, if applicable
  - Verification of retirement benefits if applicable
  
- Loss of Other Income or Benefits Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_**

\*The reduction must reflect a significant loss of 2019 total income reported on the FAFSA and be at least \$2,000. Parent/Step-parent must have earned money in 2019 and experienced a significant decrease in resources as a result of disability, natural disaster, involuntary change in employment, or other catastrophic event.

  - Submit a letter explaining the situation; and
  - Submit proof of amount and type of income lost; and
  - Submit a copy of the current pay statement showing gross year-to-date wages from each job worked for both parents.
  - Please note you may be required to submit a copy of your 2017/2019 Federal Tax Transcripts before this form will be processed.
  
- Excessive Medical Bills/Insurance Premiums Paid in 2019, 2020, 2021 or 2022**

\*Please note, if you have filed a Schedule A with your 2019 or 2020 taxes we are unable to process an additional review of your FAFSA info. You have already received a benefit for these expenses.

  - Copy of all **PAID** receipts for medical/dental expenses, (itemized statements of payments made to pharmacies, doctors/dentists, medical equipment providers and/or hospitals) from those providers, or a copy of an IRS Schedule A if filed with federal taxes for 2019 or 2020.



