

E

Student ID (E Number)

Last Name

First Name

2022-2023 REQUEST FOR PROFESSIONAL JUDGMENT REVIEW

This form is used to re-evaluate your eligibility for 2022-2023 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, 2022.

The deadline for students enrolled spring semester only, or for both fall and spring semesters, is April 1, 2023.

Please submit this completed form, a paper copy of your 2020 tax return and all requested documentation below. Please include the student E# on each page) to our office in person (Student Services Building East Wing), via email at finaidverification@iu.edu or by fax at 217-581-6422.

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 2020 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 2020 total income reported on the FAFSA and be at least \$2,000. Parent/Step-parent must have earned money in 2020 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 copies of your 2019, 2020 and 2021 Federal Tax Transcripts before this form will be processed.

Excessive Medical Bills/Insurance Premiums Paid in 2020, 2021 or 2022

Please note, if you have filed a Schedule A with your 2020 or 2021 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 2020 or 2021.

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One-Time Income – Pension Withdrawal, Sale of Home, Etc.

- Copy of 1099-R or other legal documentation
Provide proof of how that income was spent (must provide receipts, copies of checks, etc).

Other

- Please include a letter explaining your circumstances
Include appropriate documentation (contact our office if you are unsure of what type of documentation to provide)

Large empty rectangular box for additional information or documentation.

Attach additional pages if necessary.

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE



EASTERN ILLINOIS UNIVERSITY
OFFICE OF FINANCIAL AID AND SCHOLARSHIPS

600 LINCOLN AVENUE, CHARLESTON, IL 61920

TELEPHONE: 217-581-6405

FAX: 217-581-6422

EMAIL: FINAIDVERIFICATION@EIU.EDU

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2021 ACTUAL INCOME -OR - 2022 ESTIMATED INCOME

PLEASE SELECT THE YEAR FOR WHICH YOU ARE PROVIDING INFORMATION (You may use only ONE year.):

 2021 2022

Provide actual income for 2021 - OR - Estimate income for the entire year of 2022 (Jan. 1, 2022 through Dec. 31, 2022). Be sure to use amounts for the year, rather than monthly amounts. If you are a Dependent student enter info for your parents. If you are an Independent student enter information for yourself and spouse if married.

STUDENT /
PARENT 1 NAME:SPOUSE /
PARENT 2 NAME:**Taxed Income:**

Total Wages (Provide copies of your 2021 W-2 form(s) - OR- most recent pay stub for 2022)	\$	\$
Unemployment Benefits	\$	\$
Interest/Dividend Income	\$	\$
Business/Farm Income	\$	\$
Pension/Annuity/Retirement Benefits	\$	\$
Taxable Social Security Benefits (do not include untaxed amounts)	\$	\$
Alimony/Spousal Support	\$	\$
Insurance Benefits	\$	\$
Military or Clergy Housing/Food Allowances	\$	\$
Disability Benefits	\$	\$
Severance Pay	\$	\$
Other (Such as Rent Received or Capital Gain, found on federal tax return) Please list sources:	\$	\$

Child Support PAID in 2021 - OR - WILL PAY in 2022

\$

\$

If you report child support paid or to be paid, you must list the names and ages of the children for whom support is paid:

Alimony PAID in 2021 - OR - WILL PAY in 2022

\$

\$

Untaxed Income:

Child Support Received: (Include total received for all children in 2021 or estimated amounts for 2022)	\$	\$
Pension/Annuity/Retirement Benefits:	\$	\$
Retirement/Disability Benefits Received: (Do NOT include untaxed Social Security Disability Income-SSDI)	\$	\$
Veteran Benefits	\$	\$
Payments to Tax Deferred Pension/Savings Plans (paid directly or withheld from earnings)	\$	\$
Deductible IRA/Keough	\$	\$
Untaxed Social Security Benefits (Do NOT include untaxed Social Security Disability Income-SSDI)	\$	\$
Other untaxed income not elsewhere listed	\$	\$

HOUSEHOLD MEMBERS

Complete information regarding all household members, including yourself, whom you will support between July 1, 2022 and June 30, 2023.

Name	Age	Relationship to Student	If Person Will Attend College, College Name
		Student	Eastern Illinois University

If more than five in the household, attach a list of the additional people.

I certify that, to the best of my knowledge, all of the information on this form is accurate. I also understand that Eastern Illinois University may use follow-up procedures to verify data that I have submitted and/or has been submitted on my behalf. All information will remain confidential.

STUDENT SIGNATURE

DATE

PARENT / SPOUSE STUDENT SIGNATURE

DATE