In addition to the written statement, please submit documentation pertaining to the appropriate special circumstance.
Be sure to be thorough in your detailed explanation.

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<th>Reason For Professional Judgment Petition</th>
<th>Documents Required</th>
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| **Loss or Change of Employment and/or Income** | • Statement on letterhead indicating last date of employment  
• Copy of the last paycheck including any vacation pay, severance, bonuses, or tips received  
• Documentation of gross income of person whose employment status changed for the current academic year.  
• Members of the military must submit a copy of the DD214 and a LES showing taxable and untaxed income  
• Documentation of any type of income being received including: workman’s compensation, payments from 401(k) or 403(b) plans, financial contribution made by individuals outside of the household |
| **Divorce or Separation** | • Copy of divorce decree  
• Statement from the family law attorney indicating the date of separation or proof of separation  
• Documentation of any alimony or child support being received or paid out |
| **Change in student marital status** | • Students marriage certificate  
• Student’s and spouse’s most recent tax returns |
| **Death of a Parent or Spouse** | • Death certificate of the deceased individual  
• Copy of final paycheck  
• Documentation of any death benefits received |
| **Disability** | • Documentation of disability diagnosis  
• Documentation of costs related to student’s disability (ex. personal assistance, transportation, equipment, or supplies) (These costs cannot be provided by other agencies to be considered for a Professional Judgment.) |
| **Reduction in Child Support** | • Documentation of the total amount of child support expected for each child for the current calendar year (ex. 2017, 2018, 2019) |
| **Unusual Medical/Dental Expenses** | • Documentation of paid out-of-pocket medical expenses that exceed 11% of the Adjusted Gross Income reported on the FAFSA  
• Copy of most recent Schedule A (tax form) |
| **Elementary/Secondary Tuition Expenses** | • Proof of tuition expenses paid for the current academic year on school letterhead |
| **Dependent Care Expenses** | • Proof of dependent care expenses paid for the current academic year on letterhead |
| **Computer Purchase** | • Proof of cost of computer required for educational purposes or proof of purchase (This is a one-time adjustment.) |
| **Professional Licensure** | • Proof of costs associated with professional licensure or proof of payment (This is a one-time adjustment. Preparatory coursework cannot be included and must be required for major) |