

HVAC Technical Institute

Standard Operating Procedure – 702D

General Provisions – Professional Judgment and Dependency Override

Date Implemented: August 30, 2015

Revised Date: 09/2015

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34 CFR 479A 668.53(c), 34 CFR 668.54(a)(3)

Professional Judgment

Students may be required to submit documentation for professional judgment based on but not limited to the change to financial income, expected family contribution and/or need analysis, and independent student status. Professional judgments are reviewed by the Financial Aid Officer and may result in no change in aid eligibility. Professional judgment decisions are submitted to Financial Aid Services (FAS) and notification to the student is made. Upon approval FAS will identify correction and submit them to Central Processing System (CPS) for processing. It is the student's responsibility to submit documentation by the deadline stated by the institution in order to be in compliance. In the event that an extension is needed the Financial Aid Officer may allow an extension on a case by case basis.

The Professional Judgment process is as Follows:

- Request for additional verification paperwork is communicated with the student.
- Financial Aid Office submits form to FAS for review.
- Professional Judgment is reviewed by FAS.
- Any applicable changes to FAFSA, cost of attendance, and/or financial aid award are made by the Financial Aid Officer with the recommendation from FAS.

The student is contacted regarding the result of the appeal. Professional Judgment is documented in the students file and ACT Database.

Professional Judgment Documentation

Documentation to be used in exercising professional judgment will include, but not limited to:

- Information from the ISIR
- Supplemental information furnished by the parents and/or student
- Supplemental information provided by external agencies

Dependency Override

Dependency overrides are evaluated on a case by case basis and documented in the students file. Dependency overrides are reviewed by the Financial Aid Officer and may result in no change in aid eligibility. Dependency overrides decisions are submitted to Financial Aid Services (FAS) and notification to the student is made. Upon approval FAS will identify correction and submit them to Central Processing System (CPS) for processing. It is the student's responsibility to submit documentation by the deadline stated by the institution in order to be in compliance. In the event that an extension is needed the Financial Aid Officer may allow an extension on a case by case basis.

Possible reasons for Dependency Override may be but not limited to:

- An unaccompanied youth whom is homeless
- Unaccompanied youth whom is at risk of homelessness and is self reporting
- Homeless (or at risk) students whom is under the age of 22

The Dependency Override process is as Follows:

- Request for verification paperwork is communicated with the student.
- Financial Aid Office submits form to FAS for review.
- Dependency Override is reviewed by FAS.
- Any applicable changes to FAFSA, cost of attendance, and/or financial aid award are made by the Financial Aid Officer with the recommendation from FAS.
- FAS submits correction to CPS for processing

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Dependency Override Documentation

- Documentation stating homelessness or at risk from a director or designee of an emergency shelter or transitional housing program funded by HUD
- Documentation stating homelessness or at risk from a director or designee of a homeless youth center or transitional living program
- Documentation stating homeless or at risk by a high school or school district homeless liaison or financial aid administrator

