



2026-2027 Professional Judgement/Special Circumstance Request Form

This form is used to request a reconsideration of the 2026-2027 federal financial aid award due to changes in your financial situation. Please read the circumstance below and submit this form if you have experienced one of these circumstances. Your application for reconsideration will be considered incomplete until all the requested information has been submitted. Upload this completed and signed form along with supporting documentation using the financial aid student portal.

Eligibility for federal financial aid is determined by the Free Application for Federal Student Aid (FAFSA), which currently uses 2024 federal financial information to calculate a household's income. The Bethany College Financial Aid Office recognizes that households can experience changes in income or other finances that are not reflected in their FAFSA information from the 2024 year. When these situations occur, it is possible to re-evaluate a student's aid eligibility based on their current circumstances through the Professional Judgement (PJ) process. If you have been selected for verification by the federal processor, a professional judgement cannot be processed until verification has been completed. There must be a significant change to the household finances to be considered for a professional judgement. If you have questions regarding this process, contact the Financial Aid Office at financialaid@bethanylb.edu

Student Information

Student's Full Name

Student's ID Number

Reason for Request

Please check the box that applies to your or your parent's situation:

- ☐ Loss or change of employment
- ☐ Reduction in income
- ☐ Divorce or legal separation of student's parents or student's spouse
- ☐ Death of student's parent or student's spouse
- ☐ Excessive out of pocket medical and/or dental expense that exceed 11% of 2024 AGI
- ☐ Other:

Documentation

Please submit a **detailed statement describing the circumstances and reason for request** with the following applicable documentation:

- Letter of termination from employer and/or unemployment benefits
- Copy of 2024 tax return and ALL 2024 W-2s and/or 1099 statements
- Most recent paystubs showing year-to-date earnings
- Divorce decree or legal separation agreement
- Death certificate
- Medical and/or dental expenses

Certification

I (we) certify that all the information provided is correct. I (we) understand that adjustments can be approved only in situations provided for by federal regulation and policy that have been appropriately documented. If I (we) have not provided the required documents, my (our) request will be automatically denied. I (we) understand that providing false or deliberately misleading statements is a violation of federal law and may result in a prison sentence, fines or both.

Student Signature

Date

Parent Signature (if dependent)

Date