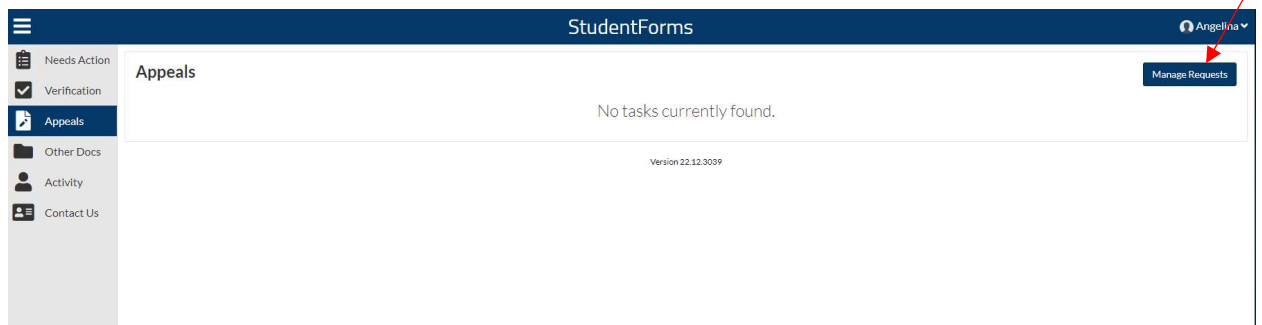


Requesting a Professional Judgment

utc.studentforms.com

1. Create Account—or login using info you've previously created
2. Click Manage Requests



3. Add the applicable document to the corresponding aid year. ¹If your request is for Fall 2022 or later, select 2022-2023.
4. Only fields that can be adjusted will be displayed. Please be sure to select the correct document. A **Dependency Status Appeal** should be selected if you have extenuating circumstances that prevent you from providing parent data. A **Family Contribution Appeal** should be selected if there has been a significant change in income or assets listed on the FAFSA and your family's current situation. **This category includes a change in marital status.** A **Cost of Attendance Appeal** should be completed if you incurred additional cost while enrolled at UTC.

¹ ****DO NOT COMPLETE THIS REQUEST IF YOU ARE NOT CURRENTLY ENROLLED @ UTC**

Manage Requests

X

You can request to open an appeal or upload a specific document or close the request if you no longer wish to proceed. If you are unsure which award year to choose for a request, please confirm with your school.

Request Type	2022-2023	2021-2022
Dependency Appeal		
Family Contribution Appeal		
Cost of Attendance Appeal		

Close

5. Enter a brief explanation for your request. Notice you're limited to only 255 characters. For example, *"My father lost his job in October and our family's income has decreased significantly since filing the FAFSA."* This adds the appropriate documents to your student account.



Family Contribution Appeal -- 2022-2023

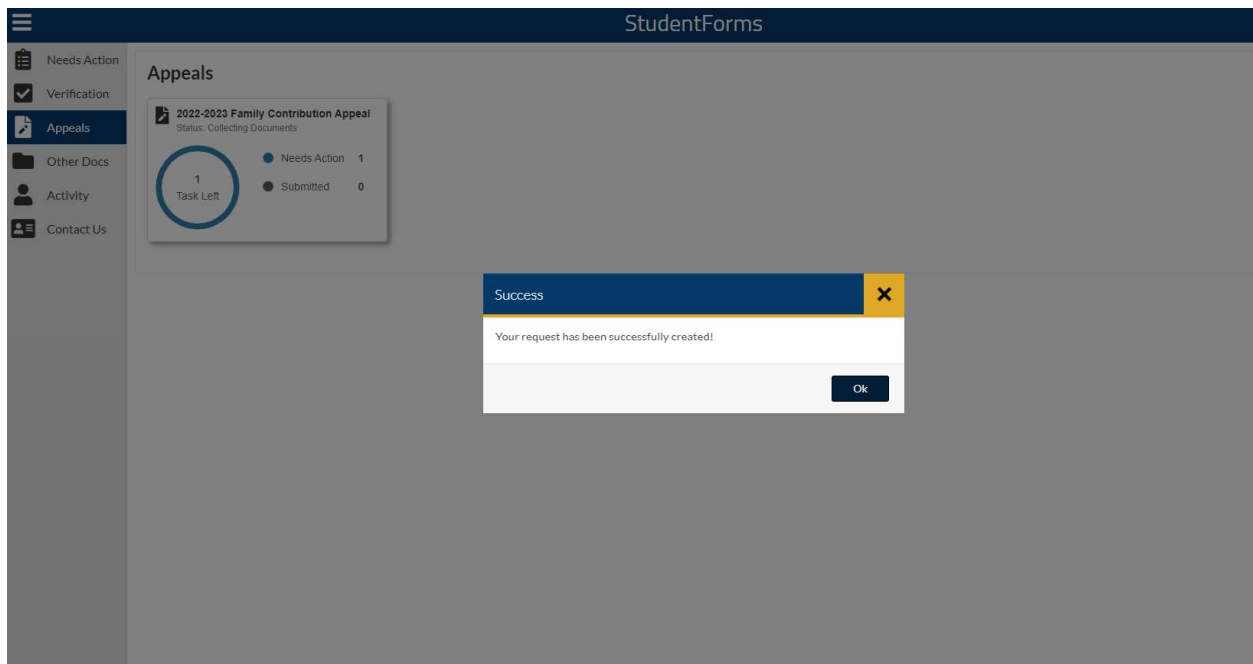
Please explain your reason for this request.

Please provide a brief explanation for your extenuating circumstances.

Characters left: 185/255

Submit

Go Back



6. Click “Fill Out” as shown below

A screenshot of the StudentForms web application showing the '2022 - 2023 Family Contribution Appeal' page. The top navigation bar is dark blue with the 'StudentForms' logo and a user profile 'Angelina'. The left sidebar is the same as in the previous screenshot. The main content area is titled '2022 - 2023 Family Contribution Appeal' and includes a breadcrumb 'Appeals > 2022 - 2023 Family Contribution Appeal'. Below the title, there is a section for 'Independent PJ Expected Family Contribution (EFC) Appeal'. A message states: 'To continue with your Professional Judgment (PJ) Expected Family Contribution (EFC) appeal you must complete the PJ Expected Family Contribution (EFC) Appeal web form.' There is a text input field with a placeholder 'Please provide a brief explanation for your extenuating circumstances.' Below this, the 'Appeal Status' is 'Open'. A list of items to complete is shown, with 'Independent PJ Expected Family Contribution (EFC) Appeal Web Form' marked with a red circle. A red arrow points to a 'Fill Out' button next to this item. A 'Submit' button is at the bottom right. The footer shows 'Version 22.12.3039'.

7. Read the instructions **carefully**. Submitting an incomplete or incorrect document will result in delays and/or denied requests.

2022/2023 Independent PJ EFC Appeal

Instructions

Demographics

Special Circumstances

Statement

Review & Sign

Return to Student Tasks

Demographics

Please correct the following information if needed.

* First Name:
ALTON

* Last Name:
AGIEQ1

* Phone:
(480)555-1203

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Continue →

2022/2023 Independent PJ EFC Appeal

Instructions

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Return to Student Tasks

Instructions

This Web Form allows you to request a change in the input data in the Expected Family Contribution (EFC) calculation due to unusual circumstances. The Office of Financial Aid shall review your case upon successful completion and submission of the Web Form. Please contact the Office of Financial Aid for additional information or if you have questions.

* Expected Family Contribution (EFC) is calculated from the information you report on your FAFSA and according to a formula established by law.

The Office of Financial Aid determines whether you have financial need by using this simple formula:

Cost of Attendance (Budget)

- Expected Family Contribution (EFC)

= Financial Need

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StudentForms

Angeline

Needs Action

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Appeals > Tasks > 2022/2023 Independent PJ EFC Appeal

2022/2023 Independent PJ EFC Appeal

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Return to Student Tasks

Special Circumstances

Below are the special circumstance(s) that have been chosen by your institution. Please only modify if you are absolutely certain of your changes.

☐ Financial changes between base year and current year

☐ High medical or educational expenses

☐ One time disbursement of 401K or investment funds

☐ Cost of attendance

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Version 22.12.3039

2022/2023 Independent PJ EFC Appeal

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Review & Sign

Return to Student Tasks

Statement

Instructions

Please provide a detailed statement that includes the following:

- Reason you are requesting a professional judgment.
- Extenuating circumstances that qualify you to request a professional judgment.
- Dates that the extenuating circumstance occurred including date or expected date the extenuating circumstance ended.
- If professional judgment request is due to unusual expenses please be specific about the types of unusual expenses.
- Any additional information that would substantiate your extenuating circumstance.

Please provide a brief explanation for your extenuating circumstances.

This section should provide a detailed description of your request. Any information you wish to have considered as extenuating circumstances should be explained here. Additionally, anything you've mentioned in this sections should have supporting documentation in order to be considered.

☒ I will provide supporting documentation.

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Continue →

- Click opt out of E-Sign **ONLY** if you **DO NOT** want to sign the document electronically.

Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

The student must sign and date this form.

Student's Signature	Date
Spouse's Signature (optional)	Date

Opt out of E-Sign  YES

[← Back](#) [Download](#)

- Upload third party documentation supporting your appeal. Student must submit at least two pieces of third party documentation. If one of these documents is a professional letter of reference it must be by a professional, signed and on letterhead.

Below is the list of items the Office of Financial Aid needs you to complete for the professional judgment appeal process. Click on any section to view the detailed list of requirements.

▼

Independent PJ Expected Family Contribution (EFC) Appeal

To continue with your Professional Judgment (PJ) Expected Family Contribution (EFC) appeal you must complete the PJ Expected Family Contribution (EFC) Appeal web form.

Please provide a brief explanation for your extenuating circumstances.

Appeal Status: Open

✓	Independent PJ Expected Family Contribution (EFC) Appeal Web Form	Fill Out
	<div>Download</div> Independent PJ Expected Family Contribution (EFC) Form	<div>Date Filled Out</div> 06/09/2022
○	Upload Independent PJ Expected Family Contribution (EFC) Form	Upload
○	Upload Supporting Documentation	Upload

Submit

- Once all documents have been uploaded, click submit.

Independent PJ Expected Family Contribution (EFC) Appeal

To continue with your Professional Judgment (PJ) Expected Family Contribution (EFC) appeal you must complete the PJ Expected Family Contribution (EFC) Appeal web form.

Please provide a brief explanation for your extenuating circumstances.

Appeal Status: Open

Independent PJ Expected Family Contribution (EFC) Appeal Web Form

Download

Independent PJ Expected Family Contribution (EFC) Form

Date Filled Out

06/09/2022

Upload Independent PJ Expected Family Contribution (EFC) Form

Filename

Guide to Filling Federal Tax Returns.pdf

Date Uploaded

06/09/2022

Upload Supporting Documentation

Filename

IRS DRT Decision Tres.pdf

Date Uploaded

06/09/2022

Fill Out

+ Add Page(s)

+ Add Page(s)

Submit

11. Lastly, click finish.

2022 - 2023 Family Contribution Appeal

After you click finish you will be prevented from making further changes while your files are being reviewed.

Independent PJ Expected Family Contribution (EFC) Appeal

Finish

Appeals

2022-2023 Family Contribution Appeal

Status: In Review

0

Tasks Left

Needs Action

0

Submitted

1

Manage Requests

12. Additional documentation may be requested before an appeal is approved or denied. A decision will be made in 6-8 weeks.