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. *If your request is for Fall 2024 or later, select 2024-2025.*

4. Only fields that can be adjusted will be displayed. Please be sure to select the correct document. An [Unusual Circumstances Appeal](#) should be selected if you have extenuating circumstances that prevent you from providing parent data. An [EFC Calculation 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 [COA Appeal](#) should be completed if you incurred additional cost while enrolled at UTC.

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.

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

<table>
<thead>
<tr>
<th>Request Type</th>
<th>2023-2024</th>
<th>2022-2023</th>
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<tbody>
<tr>
<td>Professional Judgment: Unusual Circumstance Appeal</td>
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<tr>
<td>Professional Judgment: Special Circumstance - EFC Calculation Appeal</td>
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<td>Special Circumstance - COA Appeal</td>
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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

Examples of documentation:

Tax returns, W-2’s, Pay stubs, letter of separation, proof of unemployment benefits, etc.

Requests will not be considered without documentation. A decision will be made within 6-8 weeks.

Please explain your reason for this request.

Please provide a brief explanation of your extenuating circumstances.

Characters left: 186/255
6. Click “Fill Out” as shown below

7. Read the instructions carefully. Submitting an incomplete or incorrect document will result in delays and/or denied requests.
8. 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.

<table>
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<th>Student’s Signature</th>
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<th>Spouse’s Signature (optional)</th>
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Opt out of E-Sign ☐
9. 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.

10. Once all documents have been uploaded, click submit.

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