

**2025-2026 PROFESSIONAL JUDGMENT REQUEST**

**STUDENT NAME:** \_\_\_\_\_ **STUDENT ID #:** \_\_\_\_\_

The Financial Aid Office of Concordia University has established a process to allow for adjustments to an individual’s federal aid application (FAFSA) based on special or unusual circumstances. When considering the application, the financial aid office considers the availability of funds, the timeliness of the original application for financial aid, the timeliness of the application and the nature of the change in circumstances. It is important to know that not all changes in circumstances will result in an adjustment to the student’s eligibility. Applications are reviewed after all supporting documents are received. Please allow up to 4 weeks to complete. A professional judgment will be determined, and the student will be notified via email. A review does not guarantee an adjustment to your aid and may, in fact, result in a decrease in eligibility.

Special Circumstances refer to financial changes to the household which affect the financial data recorded on the student’s FAFSA. Financial changes considered to be reviewable are:

- Change in employment status.
- Change in housing status.
- Tuition expenses at an elementary or secondary school.
- Medical, dental, or nursing home expenses not covered by insurance.
- Child or dependent care expenses
- Severe disability of the student or other member of the student’s household.

Unusual Circumstances refer to conditions that justify a student being considered independent rather than dependent. This can be considered if a student is unable to contact a parent or where contact with parents poses a risk to the student. Unusual circumstances do include:

- Human Trafficking, as described in the Trafficking Victims Protection Act of 2000
- Legally granted refugee or asylum status
- Parental abandonment or estrangement
- Student or parental incarceration

**BEFORE AN APPEAL IS CONSIDERED, THE 2024-2025 FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) MUST BE FILED.**

Submit the following to begin the professional judgment request:

- Professional Judgment Request form with name of student, student ID# and selected circumstance for submitting request.
- Letter of Explanation—Write a detailed description of the special circumstances that affect your financial situation.

Please submit all documentation through our upload portal at [www.cune.edu/pj](http://www.cune.edu/pj) . You can also send documents through fax or mail. Please do not send sensitive documents through email.



**CHECK EACH CIRCUMSTANCE AFFECTING YOUR FINANCIAL SITUATION.**

Additional documentation may be required upon request.

- Decrease in student/spouse income or parent income in 2025 with comparison to 2023: If loss of job, submit letter of termination from the human resource department or supervisor showing the last day worked. Documentation of severance pay, vacation pay, retirement benefits, unemployment and/or disability benefits. Submit a copy of your final paycheck stub(s) showing the amount earned in the year you lost your job. Loss of job must have occurred at **least 60 days** prior to submitting this form. If there is a reduction of income, provide a copy of the latest paycheck stub(s) for both parents, or student (and spouse, if applicable). If submitting documents after December 31, 2025, you must submit a signed 2025 Federal Tax Return.
- Divorce/separation: Submit divorce decree/separation agreement if legally separated.
- Tuition for a private elementary or secondary school (K-12): Include the actual billing statements for 2023 spring and 2023 fall semester showing how much tuition was charged and paid during the year. A letter from an administrator explaining the cost, discount tuition, scholarship and total amount for the year would be sufficient.
- Excessive medical expenses **not covered** by insurance: Include a statement of account to confirm amounts PAID by you in 2023. This does not include what you owe.
- Unusual Circumstance: If you are completing this form based on an unusual circumstance, please explain your situation in the "Letter of Explanation" and submit it with this form. Applications for Unusual Circumstances must be submitted to the Financial Aid Office by the first day of the semester from when the student enrolls.

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**All professional judgment reviews and adjustments are at the discretion of the Financial Aid Office of Concordia University.** The financial aid office can only consider special circumstances when documentation provided will satisfy a review of your file by federal auditors. Certification of Understanding: The information I submit in support of this application is true and complete to the best of my knowledge. I agree to provide proof of all the information as indicated above. I understand that approval of this request does not assure approval of a similar future request and that any financial assistance offered is limited by the availability of funds in any given year. I understand that the information provided in past information may be reviewed for accuracy and this can impact the outcome. Further, the accuracy of the information I submit in this application can affect the outcome of any future appeals I may submit. I also understand that if I purposely give false or misleading information, I may be fined, sent to prison, or both.

Signature of Student \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Parent's E-mail (Optional) \_\_\_\_\_  
(Used for authenticating if uploading documents)