NASFAA Guide to Addressing Special Circumstances Using Professional Judgment

This table outlines some circumstances that may warrant special review. It presents some of the possible considerations and offers some potential adjustments that you might consider when making your professional judgment (PJ) decision. With each circumstance, you will find examples of documentation that you might collect and evaluate in making your decision. It is important to note that one type of documentation, alone, might not be sufficient reason to make a PJ adjustment or deny an appeal. A combination of documentation may be needed to support your PJ decision. Depending on the student's unique circumstances, documentation might include, but is not limited to, the suggestions presented below.

DEPENDENCY STATUS			
CIRCUMSTANCE	**TYPE OF DOCUMENTATION**	**POSSIBLE CONSIDERATIONS**	**SUGGESTIONS FOR IMPLEMENTING THE ADJUSTMENT**
Request to consider student independent	➢ Letter from student	➢ What is the nature of the student's estranged relationship with parents? ➢ What are the detailed reasons for the break in the student-parent relationship? ➢ Is the break in the student-parent relationship temporary or ongoing in nature? ➢ Is the student estranged from both parents?	➢ Dependency override [disregard parent income and asset information when calculating the expected family contribution (EFC) and require no parental signatures]
	➢ Letters from knowledgeable third parties (e.g., counselors, teachers, clergy, older relatives, social workers, prison administrators, etc.)	➢ What is the third party's relationship to the student? ➢ Is the third party unbiased? ➢ Does the third-party testimony confirm or support the claim of estrangement, abuse, abandonment, etc.?	
	➢ Student's tax return or other documentation of resources or in-kind support	➢ Does the student's income or other resources justify the claim of living without parental support? ➢ Could the student reasonably survive on the resources listed? ➢ Does someone else claim the student as a dependent for tax purposes? If so, who?	
	➢ Parent tax returns ➢ Statement from parents ➢ Note: In cases of true estrangement, attempts to collect documentation from parents might be undesirable	➢ Did the parent(s) claim the student as a dependent in the current or prior year, or will they claim the student next year? ➢ If the parent(s) did claim the student, would this have any bearing on the student's claim of estrangement?	

© NASFAA 2012

DEPENDENCY STATUS			
CIRCUMSTANCE	**TYPE OF DOCUMENTATION**	**POSSIBLE CONSIDERATIONS**	**SUGGESTIONS FOR IMPLEMENTING THE ADJUSTMENT**
Request to consider student independent (continued)	➢ Lease and/or rent receipts or other documentation of living arrangements	➢ Does this support the claim of separate domicile from parent(s)? ➢ Are the student's housing expenses provided by someone other than the student's parents? ➢ Does the student have roommates to share this expense, making it more manageable? ➢ Does the student receive in-kind support (e.g., free room and board)?	➢ Dependency override [disregard parent income and asset information when calculating the EFC and require no parental signatures]
	➢ Utility bills	➢ Is the student managing utility costs without assistance from his or her parents? ➢ Is there a roommate to share these expenses?	
	➢ Health insurance policy	➢ Does the student have insurance in her or his own name? ➢ Is the policy in the parent's name?	
	➢ Court documents	➢ Do these documents justify claims of estrangement from parents? ➢ Note: If documents indicate court-ordered legal emancipation or legal guardianship in the student's state of legal residence, the student is independent by definition.	

© NASFAA 2012

EXPECTED FAMILY CONTRIBUTION			
CIRCUMSTANCE	**TYPE OF DOCUMENTATION**	**POSSIBLE CONSIDERATIONS**	**SUGGESTIONS FOR IMPLEMENTING THE ADJUSTMENT**
Unusual medical, dental, or nursing home expenses	➢ Federal income tax form, Schedule A (Itemized Deductions) ➢ Receipts for payments ➢ Canceled checks ➢ Documentation of costs covered by insurance	➢ Did payment of the expenses affect the family's ability to meet the EFC? ➢ Is any portion of the debt covered by insurance? ➢ Is there an unpaid balance that must be satisfied during the student's period of enrollment? ➢ Is the expense long-term due to an on-going treatment, condition, or illness?	➢ Reduce adjusted gross income (AGI) by medical and dental expenses exceeding a certain percentage of total income or the amount in the income protection allowance (IPA) ➢ Reduce AGI by annual installment payments made for long-term medical and dental care (e.g., cancer therapy or orthodontic work), nursing home payments ➢ Consider long-term debt as allowance against assets if family assets exceed IPA (may better reflect actual costs if expenses are paid over period of years)
Support of extended family or second household	➢ Receipts ➢ Billing statements ➢ Statement from student or parent ➢ Divorce decree	➢ What is the reason for the family member's lack of income? ➢ Does the person(s) reside in the household? ➢ Does the family member reside outside of the United States? ➢ Are the expenses for care of the elderly? If so, does the person(s) live in the household or in an assisted-care facility? ➢ Is the second household job-related?	➢ Reduce AGI by amount of support or second household expenses ➢ Adjust family size ➢ Adjust assets
Elementary and secondary school costs for dependent student's sibling or independent student's child	➢ Receipts for tuition payments ➢ Canceled checks ➢ Signed, itemized statement of expenses	➢ Will any of the costs be reimbursed by another source? ➢ Why does child attend private school? ➢ Does the child have special needs that are met by the private school?	➢ Reduce AGI by elementary and/or secondary tuition expense amount ➢ Adjust assets

© NASFAA 2012

EXPECTED FAMILY CONTRIBUTION			
CIRCUMSTANCE	**TYPE OF DOCUMENTATION**	**POSSIBLE CONSIDERATIONS**	**SUGGESTIONS FOR IMPLEMENTING THE ADJUSTMENT**
Parent's enrollment in postsecondary education program	➢ Receipts for tuition payments ➢ Documentation of required book and supply costs ➢ Documentation of need for program ➢ Documentation of enrollment status	➢ Is parent enrolled as a regular student in a Title-IV participating institution? ➢ What is parent's enrollment status? ➢ Is tuition reimbursed by employer or does parent receive financial aid? ➢ Is program required to find or retain employment, or is it discretionary?	➢ Increase number in college ➢ Reduce AGI by portion or all of unreimbursed educational costs (direct costs only or all COA components) ➢ Adjust assets
Unusual debts (e.g., mortgages or credit card debts to cover unemployment or failed business; parent or spouse education loans; legal fees for divorce or adoption; nondiscretionary personal debts)	➢ Contract, mortgage, or lien ➢ Billing or payment summary from person, company, or agency to which money is owed ➢ Explanatory statement from parent or student	➢ What circumstances created the expense or debt? ➢ Is the expense or debt the result of discretionary choices? ➢ Is the applicant or parent responsible for all or a portion of the debt? ➢ Will any portion of the debt be expunged in bankruptcy, legal settlement, or other legal agreement?	➢ Reduce AGI by some or all annual installment payments on debts considered extenuating ➢ Adjust assets (this treatment may be a more accurate reflection of the family's cash flow, if debt will be paid over a period of years)
Income reduction or nonrecurring income (e.g., from divorce or death, change or loss of employment, disability, or receipt of nonrecurring income)	➢ For estimated income: signed statements of estimated earnings; paycheck stubs; alimony in divorce agreement; unemployment compensation and Workforce Investment Act (WIA) benefits; ➢ For nonrecurring income: Federal income tax return, Form 3903 (moving expenses); Schedule D—Capital Gains and Losses	➢ Is the reason for the income reduction related to school attendance? ➢ Is the reason for the reduction or increase a recurring condition? ➢ Will the income reduction or increase have a significant impact on the EFC?	➢ Use projected-year income. Consider using either anticipated calendar-year income or award-year income. Except in the case of death or divorce, consider waiting until six months of the current year has elapsed to obtain more accurate information. ➢ If nonrecurring income was received in the base year, reduce AGI by that amount

EXPECTED FAMILY CONTRIBUTION			
CIRCUMSTANCE	**TYPE OF DOCUMENTATION**	**POSSIBLE CONSIDERATIONS**	**SUGGESTIONS FOR IMPLEMENTING THE ADJUSTMENT**
Exclusion of income due to sale of farm or business assets as a result of foreclosure, forfeiture, bankruptcy, or involuntary liquidation	➢ Court documents ordering foreclosure, forfeiture, bankruptcy, or involuntary liquidation ➢ Federal tax return; Schedule C—Business Income; Schedule D—Capital Gains or Losses; Schedule F—Farm Income ➢ Accountant or investment broker asset liquidation statements	➢ What circumstances caused the foreclosure, forfeiture, bankruptcy, or involuntary liquidation? ➢ Will the income reduction from the loss of the farm or business have a significant impact on the EFC?	➢ Reduce income by amount received from sale ➢ Reduce AGI by amount of income generated by the farm or business income from previous year, if any ➢ Reduce business, farm, or investment net worth, if reported prior to sale
Income reduction or income exclusion for affected individuals under Higher Education Relief Opportunities for Students Act of 2003 (HEROES Act)[1]	➢ For estimated income: signed statements documenting estimated earnings; paycheck stubs; statements of military benefits ➢ For affected individual status: military documents; documentation of place of residence and/or employment; Federal Emergency Management Agency (FEMA) notifications	➢ Is the reason for the income reduction or income exclusion related to the individual's status as an affected individual? ➢ Will the income reduction or income exclusion have a significant impact on the EFC?	➢ Use projected-year income. FAA may consider using either anticipated calendar-year income or award-year income.
Income reduction due to dislocated worker status	➢ Notice of unemployment benefits ➢ Letter from former employer	➢ Will the income reduction or income exclusion have a significant impact on the EFC?	➢ Use projected-year income. FAA may consider using either anticipated calendar-year income or award-year income

[1] Affected individuals are individuals who: are serving on active duty during a war or other military operation or national emergency; are performing qualifying National Guard duty during a war or other military operation or national emergency; reside or are employed in an area that is declared a disaster area by any federal, state, or local official in connection with a national emergency; or suffered direct economic hardship as a direct result of a war or other military operation or national emergency, as determined by the Department of Education.

© NASFAA 2012

COST OF ATTENDANCE			
CIRCUMSTANCE	**TYPE OF DOCUMENTATION**	**POSSIBLE CONSIDERATIONS**	**SUGGESTIONS FOR IMPLEMENTING THE ADJUSTMENT**
Use of actual tuition and fees instead of average used in standard COA	➢ Receipt from business office ➢ Copy of student's billing statement	➢ Do actual costs exceed the average by more than a reasonable variance? ➢ Is the student unable to pay the difference?	➢ Adjust standard tuition and fees component to actual tuition and fees
Assessment of additional institutional fees not standard to all or to particular groups of students	➢ Receipt from business office ➢ Copy of student's billing statement ➢ Student and/or instructor statement explaining why additional fee is required	➢ Is the fee related to the student's program? ➢ Is student or family unable to pay it?	➢ Add the additional fees to the standard tuition and fees allowance
Increase in room allowance for private room	➢ Receipt from business office ➢ Copy of student's billing statement	➢ Why does the student need a private room? ➢ Is this a lifestyle choice, academically related, or a result of other special needs?	➢ Increase the room allowance based on documented actual expenses or to pre-established school maximum
Increase in room component for rent and/or utilities	➢ Rent receipts ➢ Landlord statements ➢ Canceled checks ➢ Copies of utility bills ➢ Credit card receipts	➢ Why is the increase necessary? ➢ Does student have a roommate to share expenses? ➢ Is this a lifestyle choice or academically related, or a result of other special needs?	➢ Use an average of rent and/or utility bills to adjust room component ➢ Use actual expense amount to increase room component
Increase in board component for special diet	➢ Grocery receipts ➢ Physician statement indicating diet is for health reasons ➢ Statement confirming student's religious requirements	➢ Why does the student need the special diet? ➢ Is it health related or personal choice?	➢ Increase board component by actual cost incurred ➢ Use an average based on the grocery receipts
Major requires books and/or supplies over COA allowance	➢ Bookstore receipts or statements ➢ Instructor statement(s)	➢ Is student or family unable to meet additional book costs?	➢ Add the actual cost to books and supplies component in budget

© NASFAA 2012

COST OF ATTENDANCE			
CIRCUMSTANCE	**TYPE OF DOCUMENTATION**	**POSSIBLE CONSIDERATIONS**	**SUGGESTIONS FOR IMPLEMENTING THE ADJUSTMENT**
Purchase of discretionary books and/or supplies	➢ Student and/or instructor statement indicating why request is necessary ➢ Receipts for discretionary items or bookstore statements for costs	➢ Why is the discretionary purchase necessary? ➢ Will the discretionary items help the student in his or her program?	➢ Add the actual cost to books and supplies component in budget
Increase in allowance for computer purchase	➢ Instructor statement explaining need for certain type of computer ➢ Computer receipts	➢ Why is it necessary to have a computer that costs more than the average one?	➢ Add the actual computer cost to the budget
Increase in transportation allowance	➢ Statement from student about additional mileage or costs ➢ Receipts for student costs to travel home ➢ Repair or insurance bills	➢ Why is it necessary? ➢ Does student have any other transportation option (such as public transportation)? ➢ Is transportation related to Federal Work-Study (FWS) employment?	➢ Adjust the transportation component to reflect the documented additional cost
Increase in miscellaneous personal expenses for medical and/or dental expenses	➢ Statement from doctor and/or dentist ➢ Copies of bills or receipts ➢ Canceled checks ➢ Student statement describing situation	➢ Why is it necessary? ➢ Could the procedure wait? ➢ Is the procedure cosmetic or medical in nature? ➢ Is the amount already covered in the IPA? ➢ Is the expense covered by insurance or otherwise reimbursable?	➢ Adjust miscellaneous personal expenses to reflect additional health care costs ➢ Allow amount which is in excess of IPA
Increase in miscellaneous personal expenses for clothing	➢ Clothing receipt ➢ Statement from student indicating why the clothing is necessary ➢ Police report of theft or fire	➢ Why are the clothes necessary? ➢ Is this a lifestyle request? ➢ Is the student in a cooperative education, student teaching, or internship position? ➢ Is the student from a radically different climate and otherwise unable to afford appropriate clothing?	➢ Adjust the miscellaneous personal expenses to reflect the additional clothing costs
Increase in dependent care allowance	➢ Day care receipts ➢ Care provider receipts ➢ Canceled checks ➢ Student and/or care provider statement explaining increase	➢ Is it a personal choice to use a more expensive facility? ➢ Does dependent have special needs? ➢ Is the student involved in an internship or academic work experience that necessitates more dependent care?	➢ Adjust dependent care allowance by documented amount

© NASFAA 2012

COST OF ATTENDANCE			
CIRCUMSTANCE	**TYPE OF DOCUMENTATION**	**POSSIBLE CONSIDERATIONS**	**SUGGESTIONS FOR IMPLEMENTING THE ADJUSTMENT**
Increase in personal disability assistance allowance	➢ Statement from person or agency providing the assistance ➢ Doctor's statement	➢ What type of personal assistance is needed? ➢ Is more assistance necessary or optional? ➢ Are other sources of assistance available (e.g., Office of Vocational Rehabilitation)?	➢ Adjust allowance for disability-related expenses to account for additional amount not covered by other assisting agencies ➢ Add allowance to less-than-half-time student's COA
Increase in professional credential costs	➢ Statements or receipts for licensure or credential costs ➢ Travel receipts	➢ Is the student applying for more than one license or credential? ➢ Are costs or expenses incurred during a period of enrollment? ➢ Must the student incur travel expenses?	➢ Adjust the amount of the professional licensure or credential allowance

© NASFAA 2012

SATISFACTORY ACADEMIC PROGRESS			
CIRCUMSTANCE	**TYPE OF DOCUMENTATION**	**POSSIBLE CONSIDERATIONS**	**SUGGESTIONS FOR IMPLEMENTING THE ADJUSTMENT**
Death of a relative of the student	➢ Copy of official death certificate ➢ Statement from adult family member or doctor	➢ Have these circumstances created an undue hardship on the student that caused the student's inability to meet the satisfactory academic progress (SAP) standards? ➢ Have the barriers to academic progress been removed or sufficiently managed to permit reasonable expectations for future academic progress?	➢ Waive the SAP provisions or establish new progress expectations for the student
Personal injury or illness of the student	➢ Signed statement from student's physician ➢ Accident or police report		
Family difficulties, such as divorce or illness	➢ Copies of official legal documents ➢ Signed statement from physician ➢ Signed statement from an involved third party (e.g., counselor, priest, rabbi, minister, lawyer, etc.)		
Interpersonal problems with friends, roommates, or significant others	➢ Signed statement from an involved third party (e.g., resident advisor, school counselor, etc.)		
Time management difficulties	➢ Documentation illustrating other commitments outside of school (e.g., pay stubs, etc.)		

© NASFAA 2012

DENIAL OR REDUCTION OF FEDERAL DIRECT STUDENT LOAN ELIGIBILITY			
CIRCUMSTANCE	**TYPE OF DOCUMENTATION**	**POSSIBLE CONSIDERATIONS**	**SUGGESTIONS FOR IMPLEMENTING THE ADJUSTMENT**
Borrower indication of unwillingness to repay student loan(s)	➢ Documentation of a conversation financial aid administrator had with the borrower ➢ Signed statement from the borrower indicating an unwillingness to repay ➢ Other documentation that shows previous history of unwillingness to repay student loans	➢ Is the borrower unwilling, not unable, to repay the loan? ➢ Has the borrower defaulted on any previous loans?	➢ Deny or reduce the amount of subsidized and/or unsubsidized Direct Loan and/or Direct PLUS eligibility
Student's high debt burden	➢ National Student Loan Data System (NSLDS) data or other documentation indicating total loan debt ➢ Documentation from career or employment services office showing average starting salaries for graduates in various fields	➢ What is the average loan debt burden at the institution or for the student's academic program? ➢ Is the student's earning potential high enough to support substantial loan payments? ➢ How much of the academic program remains to be completed?	

© NASFAA 2012

UNSUBSIDIZED DIRECT LOAN ELIGIBILITY FOR A DEPENDENT STUDENT WITHOUT PARENTAL FAFSA DATA			
CIRCUMSTANCE	**TYPE OF DOCUMENTATION**	**POSSIBLE CONSIDERATIONS**	**SUGGESTIONS FOR IMPLEMENTING THE ADJUSTMENT**
Dependent student's parent(s) refuses to provide parental data on the FAFSA and has ended all financial support for the student	➢ Signed and dated statement from one of the student's parents stating the parent has stopped providing financial support (and the date when that support ended) and will not provide support in the future, and will not complete the parental section of the FAFSA ➢ Signed statement from a third party (e.g., teacher, counselor, clergy, court) describing the student's relationship with his or her parents	➢ Does the family situation warrant a dependency override? ➢ Has all financial support ended, including payment of education costs, and other cash and noncash support such as room and/or board? ➢ How does the student intend to financially support himself or herself without parental support?	➢ Process the FAFSA without parental info ➢ Originate unsubsidized Direct Loan

© NASFAA 2012

Professional Judgment Documentation

© NASFAA 2012

TABLE 1: UNUSUAL MEDICAL AND DENTAL EXPENSES (for independent student/spouse and parents of dependent student)

1. How much did you pay for your medical/dental insurance in 2011? (Do not include employer's contribution) $ _____
2. What were your 2011 medical/dental expenses not paid by insurance? $_____
3. Please explain if your unreimbursed medical/dental expenses will be higher in 2012 and why. _____
4. From what sources will you finance these expenses? _____

TABLE 2: EXTENDED FAMILY SUPPORT (for independent student/spouse and parents of dependent student)

1. Do you contribute financial support to relatives not counted as a member of your household? ❑ Yes ❑ No
   If yes, complete the grid below for each relative indicated.
2. Please explain if these expenses will be higher in 2012, and why. _____
3. From what sources will you finance this support? _____

NAME OF SUPPORTED RELATIVE	AGE	RELATIONSHIP	SUPPORT BEGAN (MONTH/YEAR)	SUPPORT ENDS (MONTH/YEAR)	AMOUNT YOU PAY (MONTH/YEAR)	AMOUNT PAID BY OTHER SOURCES	REASON FOR SUPPORT

TABLE 3: ELEMENTARY AND SECONDARY EDUCATION, AND DEPENDENT CARE EXPENSES (for independent student/spouse and parents of dependent student)

1. Did you pay for elementary or secondary education expenses or dependent care expenses? ❑ Yes ❑ No
   If yes, list family members and the amount of relevant support given for each by completing the grid below.
2. Please explain if these expenses will be higher in 2012, and why. _____
3. From what sources will you finance these expenses? _____
4. Please explain why these expenses are necessary. _____

NAME OF SUPPORTED FAMILY MEMBER	AGE	RELATIONSHIP	CHILD CARE EXPENSE	ELEMENTARY EDUCATION EXPENSE	SECONDARY EDUCATION EXPENSE	ADULT DEPENDENT CARE EXPENSE	TOTAL 2009 ANNUAL EXPENSE

TABLE 4: UNUSUAL DEBTS (for student/spouse and parents of dependent student)

1. Do you or your parents have unusual debts or loans for which you or they are currently making monthly payments? (Such as mortgages or credit card debts to cover unemployment expenses or failed businesses; legal fees for divorce, adoption, etc; education loans of parents or spouse; or personal debts for nondiscretionary expenses such as nursing home expenses) ❑ Yes ❑ No
2. If yes, list type and purpose of debt, total amount owed, and amount of monthly payment on the grid below.
3. Please explain if these expenses will be higher in 2012, and why. _____
4. From what sources will you finance these expenses? _____

TYPE OR CAUSE OF DEBT AND WHO OWES IT	AMOUNT OF ORIGINAL DEBT AND DATE INCURRED (MONTH/YEAR)	BALANCE OWED ON DEBT	DATE PAYMENTS BEGAN	MONTHLY PAYMENT	HOLDER OF DEBT	DATE PAYMENT SEND

TABLE 5: INCOME REDUCTION (for student/spouse and parents of dependent student)

1. Will your income and/or your spouse's or parents' income be less in 2012 than in 2011 for any of the following reasons? ❑ Yes ❑ No
2. Please circle the appropriate reason and attach an explanation and give the date of the change in your situation. Date: _____
   a. Unemployment or change in employment b. Divorce/separation
   c. Death of spouse or parent d. Disability of student, spouse, or parent
   e. Income reduction due to status as an affected individual under the HEROES Act[1]
   f. One-time income (examples: inheritance, moving allowance, prior-year Social Security payments, or IRA/pension distribution)
   g. Loss or reduction of untaxed income such as child support, etc.
3. If 2f is circled, identify source of income and how funds were spent or invested.
4. If 2a, 2b, 2c, 2d, 2e, or 2g are circled, please complete the following income information for the period _____ (month/year) to _____ (month/year)
   If you or your parent are divorced or separated, give only your information or the information of the custodial parent.
   If the loss of income was due to the death of your spouse or parent, give only your information or that of the surviving parent.

ANTICIPATED INCOME FROM _____ TO _____	PARENT	STUDENT AND SPOUSE
Wages, salaries, tips (including severance pay, disability payments, and any income from work)		
Other taxable income		
Untaxed Social Security benefits		
Temporary Assistance to Needy Families (TANF)		
Child support received		
Other untaxed income		
Total anticipated income		

[1] Affected individuals are individuals who: are serving on active duty during a war or other military operation or national emergency; are performing qualifying National Guard duty during a war or other military operation or national emergency; reside or are employed in an area that is declared a disaster area by any federal, state, or local official in connection with a national emergency; or suffered direct economic hardship as a direct result of a war or other military operation or national emergency, as determined by ED.

© NASFAA 2012

© NASFAA 2012

DEPENDENCY STATUS DOCUMENTATION FORM

Federal law assumes the family has the primary responsibility for meeting the educational costs of students. Therefore, a student must meet certain federal criteria to qualify for financial aid as an independent student. If you do not meet one of the criteria listed on the FAFSA, you will be evaluated as a dependent student, meaning your parents must provide income and asset information. If there are extraordinary circumstances that may warrant re-evaluation of your dependency status, provide the following information so your financial aid administrator may make this determination. You may be asked for additional documentation depending on your individual situation.

Attach the following information to this form:

- **Letter from you** explaining: (1) the nature of your relationship with your parents; (2) the location of both parents and when you last had contact with them; (3) why you cannot obtain information and/or support from your parents; and (4) how you have been supporting yourself.
- **Statement from a responsible adult** who is aware of your situation and can corroborate the facts you present in your letter.
- **Copies of your two most recent federal tax returns**.

Please complete the following statement of your calendar year income and expenses:

INCOME (If any amounts are zero, please explain on a separate sheet.)	**CURRENT CALENDAR YEAR**	**NEXT CALENDAR YEAR**
Earned income (e.g., wages, salaries, tips, work-study earnings)	**$**	**$**
Financial support received from parents	**$**	**$**
Monetary value of other support (e.g., health insurance, room and board) received from parents	**$**	**$**
Monetary value of other support (e.g., room and board) from persons other than parents (indicate source)	**$**	**$**
Amount of other annual income (indicate source)	**$**	**$**
TOTAL	**$**	**$**
EXPENSES (If any amount is zero, please explain on a separate sheet.)	**CURRENT CALENDAR YEAR**	**NEXT CALENDAR YEAR**
Housing	**$**	**$**
Food	**$**	**$**
Transportation (e.g., car payments, insurance, gas, maintenance)	**$**	**$**
Utilities	**$**	**$**
Child care and/or dependent care	**$**	**$**
Personal (e.g., clothing, entertainment)	**$**	**$**
Other (indicate source)	**$**	**$**
TOTAL	**$**	**$**

I certify that the information provided is true and correct.

Student's Signature: _____ **Date:** _____

PARENTAL REFUSAL TO COMPLETE FAFSA DOCUMENTATION FORM

Federal law assumes the family has the primary responsibility for meeting the educational costs of students. Therefore, a student must meet certain federal criteria to qualify for financial aid as an independent student. If you do not meet one of the criteria listed on the FAFSA, you will be evaluated as a dependent student, meaning your parents must provide income and asset information. If your parent refuses to provide parent information on the FAFSA and is not providing any financial support to you, your financial aid administrator may make a determination that you may borrow an unsubsidized Direct Loan only, if you are otherwise eligible for the loan. Please provide the following information so your financial aid administrator may make this determination. You may be asked for additional documentation depending on your individual situation.

Attach the following information to this form:

- **Letter from your parent** stating: (1) he or she has stopped providing financial support to you (including the date when the financial support stopped); (2) he or she will not provide financial support in the future; (3) he or she refuses to complete the parental section of a FAFSA.
- **If you are unable to obtain a letter from your parent, provide a letter from a responsible adult** who is aware of your situation and can describe the nature of your relationship with your parents.
- **Statement from you describing:** (1) the nature of your relationship with your parents; (2) the location of both parents and when you last had contact with them; (3) why you cannot obtain information and/or support from your parents; and (4) how you have been supporting yourself financially.

Please complete the following statement of your calendar year income and expenses:

INCOME	**CURRENT CALENDAR YEAR**	**NEXT CALENDAR YEAR**
Earned income (e.g., wages, salaries, tips, work-study earnings)	$	$
Financial support received from parents	$	$
Monetary value of other support (e.g., health insurance, room and board) received from parents	$	$
Monetary value of other support (e.g., room and board) from persons other than parents (indicate source)	$	$
Amount of other annual income (indicate source)	$	$
TOTAL	$	$
EXPENSES (If any amount is zero, please explain on a separate sheet.)	**CURRENT CALENDAR YEAR**	**NEXT CALENDAR YEAR**
Housing	$	$
Food	$	$
Transportation (e.g., car payments, insurance, gas, maintenance)	$	$
Utilities	$	$
Child care and/or dependent care	$	$
Personal (e.g., clothing, entertainment)	$	$
Other (indicate source)	$	$
TOTAL	$	$

I certify that the information provided is true and correct.

Student's Signature: _____ **Date:** _____

© NASFAA 2012