

# 2018-2019 PROFESSIONAL JUDGMENT REQUEST

Student Name: \_\_\_\_\_

Oregon Tech ID #: \_\_\_\_\_ Phone: \_\_\_\_\_

## Instructions and Conditions

- Conditions for Professional Judgment must have existed for a minimum of 30 days before this request will be considered. Changes in your eligibility are made on a case by case basis.
- To be considered, requests must be submitted between July 1, 2018 and April 1, 2019.
- Because a Professional Judgment is an adjustment outside the Federal eligibility process for calculating financial aid eligibility, your request may be denied if adequate and acceptable circumstances do not exist or if insufficient documentation is submitted with your request.

## Steps to complete

### 1. Written Statement

- Attach a detailed statement about the change in your financial situation. Be sure to explain what brought about the new situation. Include the exact date that the condition started. It is important that this statement be neat, organized and detailed.

### 2. Considerable Circumstances

Generally, only the following conditions will be taken into consideration. Please select one of the following and include the proper documentation:

- Divorce or separation from spouse**

Copy of legal separation papers (or signed statements from both parties) or divorce decree and IRS tax transcripts and W2 forms from both parties.

- Loss or change in employment**

Statement showing unemployment benefits or a letter from previous employer on official letterhead stating the last day of employment and last pay stub.

- Significant loss or reduction in income/benefits**

Last three pay stubs from employer, or other documentation.

- Death of spouse or parent**

Copy of death certificate; obituary notice or funeral notice.

- Unusual medical expenses paid**

Paid medical bill receipts.

### 3. Additional Documentation

If you have attached any additional documentation from what was requested above please list here:

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I certify that the information provided on this request is true and complete to the best of my knowledge.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



## Financial Aid Office

3201 Campus Drive, Klamath Falls, OR 97601  
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www.oit.edu/faid • dollars@oit.edu

*Our office hours are:*  
8:00 a.m. to 5:00 p.m.  
Monday-Friday