



2026 – 2027 Professional Judgment Appeal

Student Name: _____ Student ID#: _____

The Federal Student Aid requires that the student's name and ID number is written on every page. Ensure that the student's name and student ID number are written on every page of this form. Please read everything carefully. If you need additional help with this form, contact Jasper Central.

What is a Professional Judgment Appeal?

The federal laws governing financial aid allow financial aid administrators to reevaluate financial need in cases of documented special circumstances not taken into consideration by the *Free Application for Federal Student Aid* (FAFSA). To ensure compliance with the federal regulations and fairness to the process, there are limits to which circumstances can be considered. These circumstances are considered on a case-by-case basis.

Your eligibility for financial aid was originally calculated based on the information you provided on the FAFSA. The income and asset information you submitted was evaluated using a formula established by Congress. The formula assumes that 2024 income, assets, and family size are good predictors of the family's financial strength during the student's 2026-2027 enrollment. Based on this standard assumption, financial aid eligibility is determined using 2024 income information.

The Financial Aid Administration (FAA) office at Manhattan University recognizes that many families experience changes in income, assets, or personal situations that are not reflected in the 2024 tax return data. Therefore, it is possible for students to submit an appeal to have their aid offer reviewed if special financial circumstances exist. Counselors will help you determine if your situation can be considered and if a potential "Special Circumstance" is likely to lead to additional aid eligibility.

How to start an appeal:

You can initiate a Professional Judgment appeal by completing this form completely and submitting it to our office at the address, fax number listed below or in person. All appeals require that the student and spouse/parents (if applicable) **submit signed copies of their 2024 and 2025 federal 1040 income tax return and wage statements (W-2)** to Jasper Central if they have not already done so.

Once your appeal is received and the situation has been documented, a Jasper Central administrator will review it and notify you of the result. The review process may take as long as four weeks, and often more documentation may be requested. The changes and/or decisions made by a Jasper Central administrator **may or may not change** a student's financial aid. Since federal aid eligibility is determined through a needs-analysis formula by the Federal Student Administration, additional funding is not guaranteed. Review decisions by a Jasper Central administrator are final.



Step 1: Submit this completed form along with a personal statement explaining the situation and provide third-party documentation confirming this information. Check the appropriate box (*additional documents may be requested*):

<i>Special Circumstance</i>	<i>Explanation</i>	<i>Person Affected</i>	<i>Potential Documents needed</i>
☐ Income Loss/Employment Changes	Student, spouse and/or your parent(s) had a significant loss of income in 2024, 2025 and/or 2026 due to a period of unemployment, a change of job or salary reduction. <i>Loss of employment or substantial reduction in income from work must have lasted at least 8 weeks.</i>	☐ Student ☐ Spouse ☐ Parent(s)	• Copy of Pay Stubs • Copy of Federal Tax Returns • Termination/Release letter from employer • Unemployment Benefits Award Letter • Notice of Disability Status • Letter from SSA regarding commencement/termination of benefits • Copy of severance pay document
☐ Excessive Out of Pocket Medical Expenses	Excessive amount of medical/dental expenses paid out of pocket during 2025 (does not include payments made by insurance)	☐ Student ☐ Spouse ☐ Parent(s)	• Copy of Explanation of Benefits (EOB) statements • Copy of Medical Receipts • Copy of Pay stubs showing health/dental insurance premiums, medical letter(s) indicating cost of future care
☐ Divorce or Legal Separation	Student or parent(s) legal marital status change to legally separated or divorced after filing 2024 Federal Taxes	☐ Student ☐ Spouse ☐ Parent(s)	• Copy of Court Documents showing separation or divorce or copy of divorce decree indicating filing date of divorce • Copy of documentation of living in two separate residences, <i>i.e. utility bills, proof of mortgage, leases, or rent receipts</i>
☐ Death	Death of a spouse or parent after filing 2026 – 2027 FAFSA	☐ Student ☐ Spouse ☐ Parent(s)	• Copy of Death certificate
☐ Other	Other Unusual Circumstances not listed above		<i>Conversation is needed to explain any situations outside of the above reasons.</i>

Note: Not all required documents are listed; the Financial Aid Administration Office may ask for additional documentation.

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Step 2: *(if applicable)* In addition to the documentation required, you must also complete the following section requesting anticipated taxable income from January 1, 2025 – December 31, 2025. Provide annual amounts, not monthly amounts. If you are unsure, make an estimate of how you think you/your family will be able to support yourselves this year.

a.) Gross income for 2025 (if any do not apply, write N/A):

2025 Gross Income	Student	Spouse	Parent(s)
Wages, Salaries, Tips			
Interest Income			
Pension			
Business/Farm Income			
Alimony			
Unemployment			
Other:			
Totals			

b.) Untaxable income for 2025 (if any do not apply, write N/A):

2025 Untaxable Income	Student	Spouse	Parent(s)
Social Security/SSI			
TANF			
Child Support received			
Pension (Untaxed)			
Earned Income Credit			
Worker's Compensation			
Disability Benefits			
Military Benefits			
Veteran's Benefits			
Cash Support			
Other:			
Totals			

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I declare that all the information I provided on this form is true and correct to the best of my knowledge.

Student Signature _____ **Date** __/__/__

Spouse Signature _____ **Date** __/__/__

Parent 1 Signature _____ **Date** __/__/__

Parent 2 Signature _____ **Date** __/__/__

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