

**2025-2026 Professional Judgment / Special Circumstances Petition**

**Suggested Deadline: August 1, 2025**

You may request Professional Judgment if your or your parent(s') financial situation has changed since submitting the 2025/2026 FAFSA application. This includes situations where the family has experienced a loss of income due to the death of a wage earner, divorce or separation, or the loss of employment.

Per federal guidelines, financial aid administrators can employ Professional Judgment to re-evaluate a student's eligibility for federal financial aid programs based on unique and special circumstances. The US Department of Education gives the financial aid office the authority to request copies of certain financial documents from you and your parents. The required items needed to decide your Professional Judgment request are listed in Section B below.

Please be sure to include all necessary items in Section B. Incomplete petitions will not be considered.

The financial aid administrator's decision regarding adjustments is *final* and cannot be appealed to the U.S. Department of Education.

**A. Student Information**

Student's Name \_\_\_\_\_

Student's HU ID# \_\_\_\_\_ Student HU Email Address \_\_\_\_\_

**If you are a dependent student, please provide the following parent information.**

Parent Email Address: \_\_\_\_\_ Parent  
Phone \_\_\_\_\_

**B. Petition Requirements**

The following information will guide you through the items needed to complete the process.

**Dependent Student:**

- Complete this application (do not separate pages).
- Provide a *letter of explanation* describing your request. Your letter should explain what has changed in your family's financial situation since filing your 2025/2026 FAFSA. Include amounts and dates in your letter.
- Documentation that supports your letter of explanation (**see section C below**).

**Independent student:**

- Complete this application (do not separate pages).
- Provide a *letter of explanation* describing your request. Your letter should explain what has changed in your financial situation since filing your 2025/2026 FAFSA. Include amounts and dates in your letter.
- Documentation that supports your letter of explanation (**see section D below**).

**C. Supporting Documentation**

Please attach documentation that supports your letter of explanation.

Referring to the information below, circle the type of petition associated with your special circumstance. Provide the supporting documentation at right that corresponds to the number of your special circumstance at left.

**If your special circumstance is not listed below at left, contact the financial aid office at 757-727-5635.**

### Types of Special Circumstances:

- 1) Tuition expenses at an elementary or secondary school.
- 2) Medical or dental expenses not covered by insurance.
- 3) Unusually high childcare costs.
- 4) Retired during the current year.
- 5) Job loss or unemployment, or student's or parent's income has decreased significantly since completing the FAFSA.
- 6) The student or parent no longer receive untaxed benefits as reported on the FAFSA.
- 7) The student or his/parents separated or divorced after filing the FAFSA.
- 8) Homelessness.
- 9) Dislocated worker.
- 10) Students from families who transfer funds from regular IRA accounts to Roth IRA Accounts.
- 11) Death of a parent/spouse who contributed to your education.
- 12) Other:

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### Documentation required corresponding to types of Special Circumstances:

- 1) Provide a letter from the school with current year's expenses, and proof of payment.
- 2) Provide a copy of the insurance policy and proof of payment of out-of-pocket expenses.
- 3) Provide a notarized letter from the childcare provider.
- 4) Provide a letter from the personnel office, a copy of final pay stub, documentation of severance pays, documentation of monthly income sources for retirement income, including social security benefits.
- 5) Provide a letter from the personnel office and a copy of the final pay stub received, a copy of unemployment received, and a statement of current and future anticipated earnings, severance pay statement, including non-taxable earnings.
- 6) Provide a copy of letter from appropriate agency indicating the date the benefits ended, the date through which the benefit was received and the amount received year-to date- at the termination of the benefit, provide a copy of most recent pay stub.
- 7) Provide a copy of spouse's tax return (if filing separately), all W-2s, a letter indicating the date of separation and indicate the parent providing primary financial support, include a statement indicating the monthly support to be given or received.
- 8) Provide a letter from the local homelessness shelter and/or agency, or provide at least three notarized statements from unrelated individuals who can attest to your status.
- 9) Provide copies of 2023 and 2024 tax return transcripts and supporting schedules.
- 10) Provide documentation from banking institution(s).
- 11) Copy of death certificate, notarized statement attesting to the Deceased, prior financial contribution to educational expenses

### D. EXPECTED 2025 INCOME

Please provide your actual (to date) and projected income for 2025. Enter the information required in the appropriate column(s). Enter "0" if the column does not apply to you.

	Father	Mother	Student	Spouse
Actual Gross Income Earned from Work: January 1, 2025, to the present	_____	_____	_____	_____
Expected Gross Income Earned from Work: Present to December 31, 2025	_____	_____	_____	_____
Total earned and expected earned income:	_____	_____	_____	_____
Other taxable income:	_____	_____	_____	_____

Examples: interest, alimony, Worker's Compensation, Unemployment, Social Security Benefits, Capital Gains, etc.

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#### Untaxed Income:

Please indicate the amount (s) and type(s) of untaxed income received. Enter "0" if the column does not apply to you.

Examples include Child Support, Military Allowances, TANF, Social Security Benefits or Disability Benefits. Please also note any cash you received, or money paid on your behalf (such as bills paid for you) not reported elsewhere.

Source(s) of Untaxed Income	Amount Received 1/1/2025 to the present	Expected Amount received present to 12/31/2025
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

#### E. PLEASE NOTE

It is important that you continue to submit any other required documents for financial aid processing and meet all registration, financial clearance and check-in deadlines while waiting for the outcome of your Professional Judgment Petition. This will help to avoid any late fees or dropping of classes, housing, or other related aid eligibility.

Please allow a minimum of 10 business days for processing your petition. Upon completion of the review process, you will be notified of the outcome via HU email by the Financial Aid Office. Failure to submit a complete Professional Judgment petition or any requested item(s) will result in a denial of your petition.

If your application is approved, we will award only federal funds (loans, grants, work-study) up to program guidelines and availability. There are no university-based funds associated with your appeal. If you are already receiving the maximum assistance from the federal aid programs, we will not be able to provide additional assistance.

If your petition is approved, we cannot guarantee the amount of your award(s) will be sufficient to meet your unmet educational expenses.

It is recommended that students submit their Professional Judgment/Special Circumstances Petition at least four weeks prior to their planned start at HU.

HU financial aid office will review the request as soon as possible, **prior to the start of the student's enrollment at HU**. Students must submit complete requests (including all required documents above) to HU financial aid office to review their request.

#### **F. CERTIFICATION AND SIGNATURES**

I / we certify that the information provided in this Professional Judgment/ Special Circumstances Petition is true and complete to the best of my/our knowledge. I /we agree to provide additional information if requested by a Financial Aid Administrator. I/we further acknowledge that the penalty for providing false or misleading information is a \$10,000.00 fine, imprisonment, or both fine and imprisonment. I / we understand that professional judgment, if approved, may not be sufficient to cover all education expenses. Please note that loans are also considered financial aid and that the Financial Aid Office reserves the right to cancel any aid award if we receive conflicting information during the academic year for which the professional judgment consideration was approved.

Student HU ID: \_\_\_\_\_ Student Name (Print): \_\_\_\_\_

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

Father Name (Print): \_\_\_\_\_ SSN: \_\_\_\_\_  
(If dependent student)

Father Signature: \_\_\_\_\_  
(If dependent student)

Mother Name (Print): \_\_\_\_\_ SSN: \_\_\_\_\_  
(If dependent student)

Mother Signature: \_\_\_\_\_  
(If dependent student)

#### **FINANCIAL AID OFFICE USE ONLY**

APPROVED BY \_\_\_\_\_ AWARD YEAR \_\_\_\_\_ DATE \_\_\_\_\_

OLD SAI: \_\_\_\_\_ NEW SAI: \_\_\_\_\_ AWARDS ADJUSTED DATE \_\_\_\_\_

DENIED BY: \_\_\_\_\_ (SEE COMMENTS) DATE \_\_\_\_\_

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COMMENTS: \_\_\_\_\_

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FINANCIAL AID ADMINISTRATOR

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DATE