



2024-25 FAFSA Professional Judgement Special Circumstance Review Request Form

Student Name: _____ Degree/Program: _____

Date of Birth (MM/DD/YY): _____ Last 4 digits of SSN: XXX-XX-____

When there is an involuntary, recent, and documentable change in financial circumstances, the CIM Financial Aid Office may consider specific data element changes to the 2024-25 FAFSA via the formal Professional Judgement process. This allows institution-specific reprocessing of the FAFSA, based on the current financial scenario. This process may help when the current student/family financial details are no longer closely represented by the 2022 federal tax return data that is used for the 2024-25 FAFSA needs analysis formula. Such changes do not always result in additional aid eligibility.

If the existing processed FAFSA has a Student Aid Index (SAI) of -1500, do not submit this form. Even if we consider the special circumstance, it couldn't result in a change to the SAI to increase federal aid eligibility.

Changes relating to income/assets of parent(s) of graduate students are not applicable for this review process. Graduate students are automatically classified as independent for federal aid purposes (regardless of tax filing status) with an assumed \$0 parent contribution. Parent financial details are not part of the FAFSA financial need calculation for graduate students, so there are no parent financial adjustments we could update or consider.

The CIM Financial Aid Office will review your request and respond as soon as possible upon receipt of ALL required information. Please send/upload your form and all documentation items together. **We cannot begin this review process until we have received your 2024-25 FAFSA from Dept. of Education (tentatively these will start to be sent out to schools and students mid-March). Please allow two weeks from our receipt of your FAFSA and paperwork. Without formal documentation of your circumstances, we cannot process this request.

Required for all review requests:

Step 1: Write a short description of your special circumstances. This is required for all appeals. This step may be emailed to the Financial Aid Office at financialaid@cim.edu.

Check here if this section's detail was already emailed:

Step 2: Check the box(es) that best describe your situation and submit this completed form along with the recommended supporting documentation. Situations are unique and may require follow-up to clarify what documentation is needed. **Formal supporting documentation is required for ALL appeals.**

Changes relating to parent(s) of graduate students is not applicable for this review process as graduate students are already classified as independent with a \$0 parent contribution on the FAFSA.

	REASON FOR APPEAL	RECOMMENDED DOCUMENTATION (may vary by situation)
<input type="checkbox"/>	Loss of job by student/spouse or parent(s)	<input type="checkbox"/> Documentation of unemployment benefits <input type="checkbox"/> Copy of separation notice from employer <input type="checkbox"/> Documentation of severance pay (if applicable)
<input type="checkbox"/>	Reduction of income by student/spouse or parent(s)	<input type="checkbox"/> Final pay stub before change and/or letter from employer <input type="checkbox"/> Current pay stub showing reduction
<input type="checkbox"/>	Recent death of student's parent or spouse	<input type="checkbox"/> Copy of the parent's or spouse's death certificate <input type="checkbox"/> If taxes were filed jointly, complete the Estimated Income Form (for parents or student/spouse as applicable), see last pages <input type="checkbox"/> 2022 W-2 and/or 1099-MISC for each person applicable to student's FAFSA (we need to document how much of the annual income was attributable to the deceased).
<input type="checkbox"/>	The student or parent(s) no longer receives benefits such as child support, taxable social security, or other sources of income	<input type="checkbox"/> If benefits are terminated - documentation of the monthly benefit amount received and date of benefit termination <input type="checkbox"/> If benefits are reduced – documentation of both original amount, date of reduction, and reduced amount
<input type="checkbox"/>	Extraordinary family medical or dental out-of-pocket expenses paid after the date the FAFSA was filed	<input type="checkbox"/> Submit an IRS 1040 and applicable forms if you itemized medical expenses. If you did not itemize, submit proof of medical expenses paid out of pocket. An insurance Explanation of Benefit (EOB) is not acceptable documentation. Please do not send cancelled checks.
<input type="checkbox"/>	The student or the student's parents have separated or divorced since the end of the tax filing year reported on the FAFSA or since date the FAFSA was filed	<p>Dependent Student (generally, most undergraduates)</p> <input type="checkbox"/> Submit letters from parent(s) stating the date of separation. The FAFSA must include financial information about the parent who provided more financial support during the last 12 months. If both parents provided an exact equal amount of financial support or if they don't support you financially, provide information for the parent with the greater income and assets. Studentaid.gov details who is a parent for FAFSA purposes here . We will need documentation to clarify what portion of the 2022 income tax return was attributable to the parent to be listed on the FAFSA going forward. <input type="checkbox"/> Utility bills from each parent to substantiate two separate households are now being maintained. <input type="checkbox"/> 2022 W-2 and/or 1099-MISC for each person applicable to student's FAFSA (we need to document how much of the annual income was attributable to each parent). <p>Independent Student (all graduate students)</p> <input type="checkbox"/> Submit a separate letter listing any dependents and include the amount of support payments (if any) provided to the student or dependents <input type="checkbox"/> 2022 W-2 and/or 1099-MISC for both student and spouse (need to document how much of the income was attributable to each person).
<input type="checkbox"/>	Parent or student has received a one-time disbursement of funds	<input type="checkbox"/> Documentation of fund amount and the source of the funding Examples may include severance package, bonus, IRA early withdrawal, etc.
<input type="checkbox"/>	Other extenuating circumstances not listed above	<input type="checkbox"/> Detailed letter describing the extraordinary situation. Additional documentation may be requested.

Step 3: U.S. Citizens and Permanent Residents must have a valid [2024-25 FAFSA](#) on file with CIM.

Step 4: Complete both Parent and Student Special Circumstances pages that follow, unless otherwise noted.

Parent(s) Special Circumstances Documentation

This page is only applicable to parent(s) of dependent undergraduate students. The parent contribution for graduate students is already assumed to be zero by default, as all graduate students are classified as independent for aid purposes. No parent income/asset data is part of the financial need analysis for domestic graduate students on the FAFSA.

Instructions:

- Provide estimated 2024 income for the parent/stepparent(s) whose information was used to complete the 2024-25 FAFSA. If parents are divorced or separated, provide information about the parent who provided more financial support during the last 12 months. If both parents provided an exact equal amount of financial support or if they don't support you financially, provide information for the parent with the greater income and assets. Studentaid.gov details who is a parent for FAFSA purposes [here](#).
- If a line item is left blank, you are certifying you have not received and there is no expectation of receiving income of that kind in 2024.

Sources of Income of parent(s)	Estimated income from all sources for 2024 year
TAXABLE INCOME	
Parent 1 / stepparent gross earnings from employer(s)	\$
Parent 2 / stepparent gross earnings from employer(s)	\$
Severance Pay	\$
Investment Income: Dividends, Net Rental Income, etc.	\$
Alimony Received	\$
Business Net Income	\$
Capital Gains (Sale of Property, etc.)	\$
IRA/Retirement Account Withdrawals	\$
Pension and Annuity Income	\$
Corporation & Partnership Income	\$
Farm/Ranch Net Income	\$
Unemployment Compensation (Gross)	\$
Taxable Social Security Benefits/Disability	\$
UNTAXED INCOME	
Payments to Tax-Deferred Pension and Savings Plans	\$
IRA Deductions/Payments to SEP, SIMPLE, Keogh	\$
Child Support Received	\$
Tax Exempt Interest Income	\$
Untaxed Portions of IRA Distributions	\$
Untaxed Pension and Annuity Income	\$
Housing, Food and Other Living Allowances paid to you	\$
Non-Educational Veterans Benefits	\$
Other Untaxed Income (Workers Compensation/Disability)	\$
ADDITIONAL FINANCIAL INFORMATION	
Child Support Paid	\$
Taxable Combat Pay or Special Combat Pay	\$
Financial support from others outside of your household	\$
Any other income:	\$
TOTAL ESTIMATED INCOME	\$

Student/Spouse Special Circumstances Documentation

Instructions:

- Provide estimated 2024 income for the Student and that of the student’s spouse, if married.
- If a line item is left blank, you are certifying you have not received and there is no expectation of receiving income of that kind in 2024.

Sources of Income	Estimated income from all sources for 2024 year
TAXABLE INCOME	
Student gross earnings from employer(s)	\$
Spouse gross earnings from employer(s)	\$
Severance Pay	\$
Investment Income: Dividends, Net Rental Income, etc.	\$
Alimony Received	\$
Business Net Income	\$
Capital Gains (Sale of Property, etc.)	\$
IRA/Retirement Account Withdrawals	\$
Pension and Annuity Income	\$
Corporation & Partnership Income	\$
Farm/Ranch Net Income	\$
Unemployment Compensation (Gross)	\$
Taxable Social Security Benefits/Disability	\$
UNTAXED INCOME	
Payments to Tax-Deferred Pension and Savings Plans	\$
IRA Deductions/Payments to SEP, SIMPLE, Keogh	\$
Child Support Received	\$
Tax Exempt Interest Income	\$
Untaxed Portions of IRA Distributions	\$
Untaxed Pension and Annuity Income	\$
Housing, Food and Other Living Allowances paid to you	\$
Non-Educational Veterans Benefits	\$
Other Untaxed Income (Workers Compensation/Disability)	\$
ADDITIONAL FINANCIAL INFORMATION	
Child Support Paid	\$
Taxable Combat Pay or Special Combat Pay	\$
Financial support from others outside of your household	\$
Any other income:	\$
TOTAL ESTIMATED INCOME	\$

Step 7: Certification:

I certify all the information provided on this form (all pages) and attached documentation is correct and complete to the best of my knowledge.

Warning: if you purposely give false or misleading information on any application for Title IV or HEA programs, including, but not limited to Professional Judgement Appeals (this form), Verification Forms, or income/tax documents, you may be fined, sentenced to jail, or both. Any suspected fraud will be reported to the Office of the Inspector General (OIG) of the Department of Education as required by CFR Title 34 section 668.16 (g) and 668.53a5. This may include, but is not limited to, false claims of independent status, false claims of citizenship, use of false identities, forgery of signatures or certifications, or false statements of income.

_____	_____	_____	_____
Student Signature	Date	Parent Signature (for Dependent student) Or Signature of Student's Spouse	Date
_____		_____	
Student Daytime Phone or Email Address		Parent Daytime phone or Email Address	

Step 8: Return this form and all applicable documentation via one of these methods:

- **CIM enrolled students:** This may be uploaded securely via your **Populi** account. Navigate to the **Financial > Financial Aid** screen. On the right side of that tab, you will see **Files** with an **Add** link to the right of that.
- **Applicants:** This may be uploaded securely via the **Upload Materials** section at the bottom of your Admission Status Page. Select the **Financial Aid History** file category. Then email financialaid@cim.edu to notify us it's there, so we know to go retrieve it. Once printed for your aid file, we will delete it from the materials listing there.

*Email: clearly labeled pdf to financialaid@cim.edu. *NEVER send any files via email that include a full SSN (such as tax returns) or other sensitive PII data unless the file is encrypted, and the password is sent in a separate email. This is to protect your information from identity theft. Please include student name in the subject line of the email and a listing of what is included in attachments in the text of your email. We will not open any attachments if we do not know to whom they pertain.

<p>Questions?</p> <p>Contact the CIM Financial Aid Office at financialaid@cim.edu or call 216-795-3192.</p>
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