

Professional Judgment – Student Checklist

1. Provide a written letter that explains the reasons for your professional judgment request. The letter must be signed and dated and include the following information:
 - a. If for extreme medical bills, how much are you expected to pay annually for medical bills?
 - b. How much do you and your spouse currently have in cash, checking, and savings?
 - c. If you or your spouse lost your job, what is your occupation, what date, and for what reason did this happen? Did you or will you receive severance pay? How much?
 - d. How much will your and your spouse’s total income be at the end of the current year (include ALL income – taxed and untaxed)? Include wages, unemployment, child support, social security, disability, business income, IRA distributions, etc. A chart is included at the bottom of this page to help you.
 - e. Are you or your spouse currently searching for a job as a result? If no, why? If yes, what is the hourly wage you expect to receive?
 - f. How many people reside in your household for which you and your spouse are providing over 50% of the support? Have you or will you provide this support for the entire year? Please list all persons in your house, age, relationship, and how long have they lived with you (please see chart below).
 - g. How are you and your spouse providing over 50% of financial support to your dependents (rent, food, clothing, utilities, clothing, etc) as a result of your low income or setback?
 - h. Other: _____

2. Please attach all relevant documentation
 - a. Layoff notice from employer
 - b. Last paycheck stub; Severance Pay package letter
 - c. Unemployment Award/Denial to show amount of assistance and begin/end dates
 - d. Medical Diagnosis
 - e. Medical bills and bill payment arrangements
 - f. Disability approval letter to reflect monthly amount of assistance
 - g. Social Security approval letter to reflect monthly amount of assistance
 - h. Other: _____

3. Submit 4 letters from relatives, family, clergy, social worker, etc that can explain your circumstances. The letters also need to include specific detailed information (i.e. the date you lost your job and why). Preferably, two are from non-family members.

Household Information - Year: _____

# Months in HH for the Year	Name	Relationship	Age	If not your minor child, reason you support this person

Income and Wages - Year: _____

Type Income	Amount	Type Income	Amount
My Wages	\$	IRA/Pension Distribution	\$
Spouse Wages	\$	Non-Educat. VA Benefits	\$
Unemployment	\$	TANF	\$
Disability	\$	Severance Pay	\$
Business Income	\$		\$
Social Security Income	\$		\$
Child Support	\$		\$