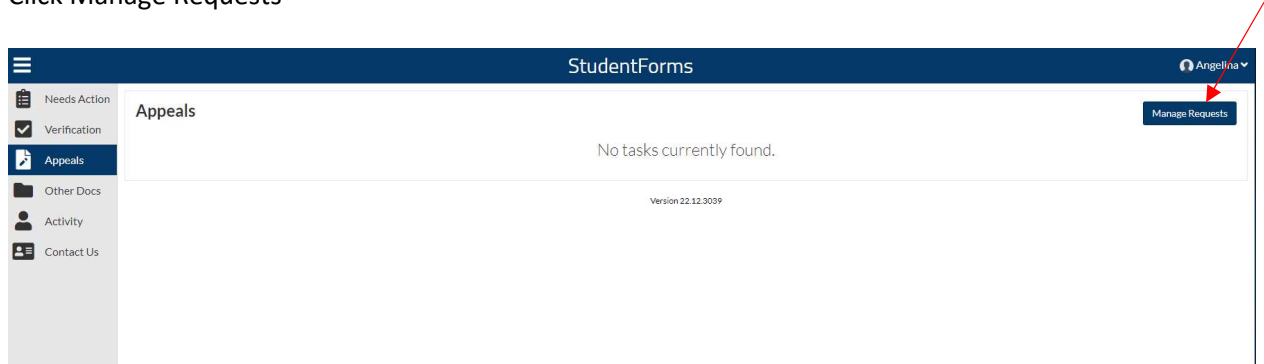


Requesting a Professional Judgment

utc.studentforms.com

1. Create Account—or login using info you’ve previously created
2. Click Manage Requests



3. Add the applicable document to the corresponding aid year. ¹If your request is for Fall 2024 or later, select 2024-2025.
4. Only fields that can be adjusted will be displayed. Please be sure to select the correct document. An **Unusual Circumstances Appeal** should be selected if you have extenuating circumstances that prevent you from providing parent data. An **EFC Calculation Appeal** should be selected if there has been a significant change in income or assets listed on the FAFSA and your family’s current situation. **This category includes a change in marital status.** A **COA Appeal** should be completed if you incurred additional cost while enrolled at UTC.
5. Enter a brief explanation for your request. Notice you’re limited to only 255 characters. For example, *“My father lost his job in October and our family’s income has decreased significantly since filing the FAFSA.”* This adds the appropriate documents to your student account.

¹ ****DO NOT COMPLETE THIS REQUEST IF YOU ARE NOT CURRENTLY ENROLLED @ UTC**

Manage Requests



You can request to open an appeal or upload a specific document or close the request if you no longer wish to proceed. If you are unsure which award year to choose for a request, please confirm with your school.

Request Type	2023-2024	2022-2023
Professional Judgment: Unusual Circumstance Appeal		
Professional Judgment: Special Circumstance - EFC Calculation Appeal		
Special Circumstance - COA Appeal		

Close

Add Request



*Expected Family Contribution (EFC) is calculated from the information you report on your FAFSA and according to a formula established by law. The Office of Financial Aid determines whether you have financial need by using this simple formula:

Cost of Attendance (Budget) - Expected Family Contribution (EFC) = Financial Need

Examples of documentation:

Tax returns, W-2's, Pay stubs, letter of separation, proof of unemployment benefits, etc.

Requests will not be considered without documentation. A decision will be made within 6-8 weeks.

Please explain your reason for this request.

Please provide a brief explanation of your extenuating circumstances|

Characters left: 186/255

Submit

Go Back

StudentForms Malta

Needs Action

1 Task Left

2023-2024 Professional Judgment: ...
Status: Collecting Documents

Needs Action	1
Submitted	0

Manage Requests

Version 22.07.17195

- Needs Action
- Completed Actions
- My Docs
- Activity
- Contact Us

6. Click "Fill Out" as shown below

StudentForms

Needs Student Action > 2023 - 2024 Professional Judgment: Special Circumstance - EFC Calculation Appeal

2023 - 2024 Professional Judgment: Special Circumstance - EFC Calculation Appeal

Below is the list of items the Office of Financial Aid needs you to complete for the professional judgment appeal process. Click on any section to view the detailed list of requirements.

Dependent PJ Special Circumstance - EFC Calculation Appeal

To continue with your Professional Judgment (PJ) Special Circumstance - EFC Calculation appeal you must complete the PJ Special Circumstance - EFC Calculation Appeal web form.

Please provide a brief explanation of your extenuating circumstances.

Appeal Status: Open

PJ Special Circumstance - EFC Calculation Appeal Web Form

Fill Out

Submit

Version 22.37.17195

7. Read the instructions **carefully**. Submitting an incomplete or incorrect document will result in delays and/or denied requests.

Needs Student Action > Tasks > 2023/2024 Dependent PJ Special Circumstance - EFC Calculation Appeal

2023/2024 Dependent PJ Special Circumstance - EFC Calculation Appeal

- Instructions
- Demographics
- Special Circumstances
- Statement
- Review & Sign

Return to Student Tasks

Do not complete this request until you have attended orientation.

This Web Form allows you to request a change in the input data in the Expected Family Contribution (EFC) calculation due to unusual circumstances. The Office of Financial Aid shall review your case upon successful completion and submission of the Web Form. Please contact the Office of Financial Aid for additional information or if you have questions.

*Expected Family Contribution (EFC) is calculated from the information you report on your FAFSA and according to a formula established by law. The Office of Financial Aid determines whether you have financial need by using this simple formula:

Cost of Attendance (Budget) - Expected Family Contribution (EFC) = Financial Need

Examples of documentation:

Tax returns, W-2's, Pay stubs, letter of separation, proof of unemployment benefits, etc.

Requests will not be considered without documentation. A decision will be made within 6-8 weeks.

Continue

Needs Student Action > Tasks > 2023/2024 Dependent PJ Special Circumstance - EFC Calculation Appeal

2023/2024 Dependent PJ Special Circumstance - EFC Calculation Appeal

- Instructions
- Demographics
- Special Circumstances
- Statement
- Review & Sign

Return to Student Tasks

Please correct the following information if needed.

* First Name: UBERTA

* Last Name: WORK

* Phone: [555]123-9875

Back

Continue

2023/2024 Dependent PJ Special Circumstance - EFC Calculation Appeal

Instructions
Demographics
Special Circumstances
Statement
Review & Sign

Return to Student Tasks

Below are the special circumstance(s) that have been chosen by your Institution. Please only modify if you are absolutely certain of your changes.

- Financial changes between base year and current year
- High medical or educational expenses
- One time disbursement of 401K or investment funds
- Cost of attendance

Return to Student Tasks

Back

Continue

2023/2024 Dependent PJ Special Circumstance - EFC Calculation Appeal

Instructions
Demographics
Special Circumstances
Statement
Review & Sign

Return to Student Tasks

Instructions

Do not complete this request until you have attended orientation.

Please provide a detailed statement that includes the following:

- Reason you are requesting a professional judgment.
- Extenuating circumstances that qualify you to request a professional judgment.
- Dates that the extenuating circumstance occurred including date or expected date the extenuating circumstance ended.
- If professional judgment request is due to unusual expenses please be specific about the types of unusual expenses.
- Any additional information that would substantiate your extenuating circumstance.

Any information disclosed about child abuse or sexual assault/interpersonal violence may be subject to mandatory reporting requirements, which means that confidentiality cannot be guaranteed. To speak confidentially to a campus advocate prior to completing this form, please contact Survivor Advocacy Services by calling UTCPD at (423) 425-4357 and asking for the advocate on-call; this service is available 24 hours a day, 7 days a week. For more information about campus resources and reporting obligations, please visit <http://www.utc.edu/sexual-misconduct/>.

Please provide a brief explanation of your extenuating circumstances.

Required: Enter your statement...

I will provide supporting documentation.

Back

Continue

8. Click opt out of E-Sign **ONLY** if you **DO NOT** want to sign the document electronically.

Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

The student must sign and date this form.

Student's Signature _____ Date _____

Spouse's Signature (optional) _____ Date _____

Opt out of E-Sign YES NO

Back

Download

- Upload third party documentation supporting your appeal. Student must submit at least two pieces of third party documentation. If one of these documents is a professional letter of reference it must be by a professional, signed and on letterhead.

Below is the list of items the Office of Financial Aid needs you to complete for the professional judgment appeal process. Click on any section to view the detailed list of requirements.

Independent PJ Expected Family Contribution (EFC) Appeal

To continue with your Professional Judgment (PJ) Expected Family Contribution (EFC) appeal you must complete the PJ Expected Family Contribution (EFC) Appeal web form.

Please provide a brief explanation for your extenuating circumstances.

Appeal Status: Open

- Independent PJ Expected Family Contribution (EFC) Appeal Web Form ?

Download	Date Filled Out
Independent PJ Expected Family Contribution (EFC) Form	06/09/2022

- Upload Independent PJ Expected Family Contribution (EFC) Form ?
- Upload Supporting Documentation ?

- Once all documents have been uploaded, click submit.

Independent PJ Expected Family Contribution (EFC) Appeal

To continue with your Professional Judgment (PJ) Expected Family Contribution (EFC) appeal you must complete the PJ Expected Family Contribution (EFC) Appeal web form.

Please provide a brief explanation for your extenuating circumstances.

Appeal Status: Open

- Independent PJ Expected Family Contribution (EFC) Appeal Web Form ?

Download	Date Filled Out
Independent PJ Expected Family Contribution (EFC) Form	06/09/2022

- Upload Independent PJ Expected Family Contribution (EFC) Form ?

Filename	Date Uploaded
Guide to Filing Federal Tax Returns.pdf	06/09/2022

- Upload Supporting Documentation ?

Filename	Date Uploaded
IRS DRT Decision Tree.pdf	06/09/2022

- Lastly, click finish.

Completed Actions

Workflow:

All



2023-2024 Professional Judgment: Special Circumstanc...

Status: In Review

Professional Judgment: Special Circumstance - EFC Calc...

12. Additional documentation may be requested before an appeal is approved or denied. A decision will be made in 6-8 weeks.