

BACKGROUND: Professional Judgment is the ability of a financial aid administrator to reassess a student's financial aid due to special or unusual circumstances. Because the FAFSA only requests certain information, the student or parent cannot provide details on the application about any special or unusual circumstances that could impact their ability to pay for college. Therefore, under federal law, financial aid administrators have the authority to take these circumstances into account and make changes to a student's financial aid application (FAFSA). The financial aid administrator's determination of the outcome of the evaluation is final.

SPECIAL CIRCUMSTANCES: The following circumstances *may* warrant a Professional Judgment evaluation:

- Loss or reduction of employment, wages, or unemployment compensation
- One-time income reported on the tax return (e.g. pension distribution, unemployment income, etc.)
- Termination of child support received
- Divorce, separation, or death of parent or student's spouse
- Medical or dental expenses not covered by insurance
- Dependency override because of an abusive family environment or abandonment by parents

Evaluations cannot be made because parents refuse to contribute to the student's education or because parents are unwilling to provide information on the FAFSA or for verification.

Step 1: Submit Documentation

- Documents needed: The completed worksheet, a written explanation of your circumstances, a **2024** and **2025** IRS Tax Return **Transcript**, copies of all **2024** and **2025** W-2 and 1099 forms, proof of expenses paid or proof of loss of income or benefits. See instructions below to request a Tax Return Transcript.
- Submit all requested documents to the [Greenville University Financial Aid Office](#).

Instructions for Obtaining an IRS Tax Return Transcript

1. Go to <https://www.irs.gov/individuals/get-transcript>
2. Click on blue button, "Get Transcript ONLINE" for an immediate copy of your transcript.
 - Log in with your ID.me account credentials or create an account.
 - Select "Other" as your Reason for the transcript. You do not need to enter a customer file number.
 - Request a "Return Transcript" for the tax year **2024 and 2025**. You may also request a **2024 and 2025 Wage & Income Transcript** in lieu of your employer provided W-2s.
3. You may also request your IRS Tax Return Transcript by mail by clicking the blue button "Get Transcript by Mail."
 - Enter your information **EXACTLY** as it appears on your tax return transcript.
 - Select "Return Transcript"
 - Select the 2024 and 2025 tax years. You do not need a customer file number. You will need to request each year separately.
 - It may take up to 10 business days to receive your transcript in the mail at the address of your return.
4. **OR**, you may provide a signed copy of the 2024 and 2025 Federal Tax Return 1040s plus all W-2s & schedules used to complete the return.

Step 2: Evaluation

- The evaluation may take up to 8 weeks to be completed.
- Professional Judgment evaluations do not pause billing deadlines. Please make payment arrangements. If the evaluation results in additional funds, your overpayment will be returned to you.
- As soon as the evaluation is complete, you will be notified of the outcome via email.

If you have questions when completing the worksheet, call the Financial Aid Office at 618-664-7108 or email financialaid@greenville.edu.

Submit items to the GU Financial Aid Office using the upload link in your Financial Aid Hub at <fa.greenville.edu> or by fax to 618-664-7198. You may use your upload link to upload multiple documents by selecting all documents before you click "upload." You may also mail your documents to:

Greenville University Financial Aid Office
315 E. College Ave, Greenville, IL 62246