

# 2011-2012 PROFESSIONAL JUDGMENT REQUEST

## Instructions and Conditions

- Conditions for Professional Judgment must have existed for a minimum of 30 days before this request will be considered.
- To be considered requests must be submitted between June 1, 2011 and April 1, 2012.
- Attach a detailed statement about the change in your financial situation. Be sure to explain what brought about the situation. Include the exact date that the condition started. It is important that this statement be neat, organized and detailed.
- Changes in your eligibility are made on a case by case exception basis.

*Because a Professional Judgment is an adjustment outside the Federal eligibility process for calculating financial aid eligibility, your request may be denied if adequate and acceptable circumstances do not exist or if insufficient documentation is submitted with your request.*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

OIT Student #: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Considerable circumstances

Generally, only the following conditions will be taken into consideration. Please select one of the following and include the proper documentation:

- Divorce or separation from spouse**  
Copy of legal separation papers (or signed statements from both parties) or divorce decree and 2009 IRS tax returns and W2 forms from both parties.
- Loss or change in employment**  
Statement showing unemployment benefits, or a letter from previous employer stating the last day of employment.
- Significant loss or reduction in income/benefits**  
Last three pay stubs from employer, or other documentation.
- Death of spouse or parent**  
Doctor's statements; copy of death certificate; obituary notice or funeral notice.
- Unusual medical expenses paid during the 2010 income year**  
*Paid* medical bill receipts.

**\*Additional documentation may be required from any of these circumstances.**

**I certify that the information provided on this request is true and complete to the best of my knowledge.**

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

Spouse Signature \_\_\_\_\_ Date \_\_\_\_\_

Father/Stepfather Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother/Stepmother Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions while completing the Professional Judgment instructions you can reach a Financial Aid Advisor at (541) 885-1280.

**PLEASE USE BLACK INK TO COMPLETE FORM**



### Financial Aid Office

3201 Campus Drive, Klamath Falls, OR 97601  
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www.oit.edu/faid • dollars@oit.edu

*Our office hours are:*  
8:00 a.m. to 5:00 p.m.  
Monday-Friday