



Petition for Professional Judgement- COVID 19

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The Department of Education allows Financial Aid offices to use professional judgement to re-evaluate financial aid eligibility when the family income changes.

Please note that this request is only for situations where COVID-19 detrimentally impacted your or your parent's financial situation. If you are requesting a Professional Judgment for any other reason, please complete the appropriate Petition for Professional Judgement form.

B Number	Name
Email Address	Phone Number

SECTION I: CHANGE IN FINANCIAL CIRCUMSTANCES (Check all that apply)

- Loss of income due to loss of job due to COVID-19. Must submit the following:
 - Proof of Termination/Loss of Hours
 - Proof of current income (i.e. Unemployment Benefits, County Benefits, etc.)
 - If unemployment has been denied you must submit a copy of the Unemployment Denial letter
- Forced reduction in work hours due to COVID-19. Must submit the following:
 - Two recent pay stubs
 - Two recent pay stubs for spouse (if applicable)

SECTION II. PERSONAL STATEMENT

- Write a statement providing a brief history of the circumstances that led to the change in your financial situation. Include dates where income changed and/or stopped. Your statement should also include explanation of how you are currently supporting yourself now (if loss of job occurred).

SECTION III. REQUIRED DOCUMENTATION

You must complete a 2019-2020 FAFSA before we can consider making any adjustments.

All verification documents (if selected) must be submitted along with Petition.

Incomplete petitions will be returned.

SECTION IV. PROCESSING TIMELINE

Special Circumstance Petitions are reviewed solely by the Financial Aid Technician III. Expected review time is between 2-4 weeks from the date that a complete petition is submitted. Students will be notified via email if professional judgement is exercised and if awards will be adjusted. If additional documentation is needed (and not provided) the processing time may be delayed.

SECTION V. CERTIFICATION

I, _____, certify that the information and documentation provided is true and correct. I also understand this is an appeal for consideration and submission does not guarantee or constitute approval.

Student Signature _____ Date _____

Parent Signature _____ Date _____

OFFICE USE ONLY

Date Verified: _____ Verified By: _____

PJ Completed

Date: _____

Completed By: _____

Old EFC: _____

New EFC: _____

Approved Comments: _____

Denied Action Needed: _____