

2023-2024 COVID-RELATED PROFESSIONAL JUDGMENT APPEAL (PJ)

Student Name _____

Student T#: _____

By signing and submitting this form, you are requesting a Professional Judgment (PJ) for the 2023-2024 FAFSA due to special circumstances such as a lay-off, loss of job, or loss of income that occurred due to COVID-19 for the student and/or a parent. This form requires the student's signature and the person affected by COVID-19 (if other than the student).

Please choose the person's income affected by COVID-19:

_____ **STUDENT** _____ **SPOUSE** (*if applicable*) _____ **PARENT(s)** of the dependent student

Please choose how COVID-19 affected the person checked above and the calendar year affected:

_____ Temporary Lay-off _____ Permanent Lay-off _____ Business closed
_____ Calendar Year 2022 _____ Calendar Year 2023

1. A parent who had a loss of income (lay-off or business closed) in 2022 or 2023 due to COVID-19.

- *If the parents' income on their 2022 Tax Return is **LESS** than in 2021, submit a SIGNED copy of parents' 2022 Tax Return with schedules and copies of all W2 forms, 1099s, etc, or a complete 2022 Tax Return Transcript from the IRS...**OR**...*
- If change was in 2023, proof of year-to-date income: ex. copy of last pay stub showing year-to-date earnings **AND** an explanation of any income expected to be received for the rest of 2023 along with a statement from parent indicating the date on which he/she became unemployed.
- **And if requested...** download from Eagle Online, complete and sign the 2023-2024 Verification Worksheet, based on the student's dependency status on the FAFSA.

2. A student or spouse had a loss of income (lay-off or business closed) in 2022 or 2023 due to COVID-19.

- *If the student's (spouse's) income on their 2022 Tax Return is **LESS** than in 2021, submit a SIGNED copy of their' 2022 Tax Return with schedules and copies of all W2 forms, 1099s, etc. or a complete 2022 Tax Return Transcript from the IRS ...**OR**...*
- If change was in 2023, proof of year-to-date income: ex. copy of last pay stub showing year-to-date earnings **AND** an explanation of any income expected to be received for the rest of 2023 along with a statement from student indicating the date on which he/she became unemployed.
- **And if requested...** download from Eagle Online, complete and sign the 2023-2024 Verification Worksheet, based on the student's dependency status on the FAFSA.

Student Signature

Parent (or Student's Spouse) signature

Documents may be uploaded through Eagle Online, scanned and emailed to financialaid@tntech.edu, faxed to 931-372-6309, OR Mailed to: Tennessee Tech Financial Aid Office, Campus Box 5076, Cookeville, TN 38505