



FLETCHER TECHNICAL COMMUNITY COLLEGE
Policy # 2.304

Professional Judgement Policy

Authority: Enrollment Services

Effective Date: 01/10/2018

Last Revision: 01/29/2020

PURPOSE:

The Higher Education Act of 1992 allows financial aid administrators to make professional judgment decisions for special or unusual family or student circumstances. These circumstances must be documented. Circumstances requiring professional judgment decisions must be analyzed on a case-by-case basis.

Aid Administrators may treat a student with special circumstances differently than the strict application of the methodology would otherwise permit. Adjustments can either increase or decrease a student's EFC or cost of attendance. In the case of an adjustment to a student's EFC or cost of attendance, specified adjustments may be made to data elements. The reason for the adjustment must relate to that student's special circumstances and must be documented in the student's file.

POLICY/PROCEDURE:

Areas of Administration

Professional judgment decisions may be made to adjust eligibility for all institutional, Title IV, and campus-based aid. Documentation supporting special circumstances must be maintained in the student's folder.

Staff Authority

The assigned Enrollment Counselor, Assistant Director of Enrollment Management and the Executive Director of Enrollment Management are the only staff members with the authority to adjust a student's eligibility using professional judgment.

Circumstances

Student circumstances that may warrant a professional judgment decision include, but are not limited to:

1. Cancellation of parental contribution due to death of a parent. A copy of the death certificate would be appropriate documentation.

2. Increase in the student's cost of attendance because of enormous amount of medical bills, not covered by health insurance. A copy of medical bills with the patient's balance and cancelled checks showing payment of medical expenses would be appropriate documentation.
3. Loss or change of income. A copy of a check stub or termination letter would be appropriate documentation

Documentation

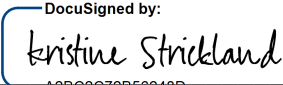
Aid Administrators are required to document professional judgment decisions. This documentation must be maintained in the student's file. Because professional judgment situations are unique, specific required documentation is not listed for each case. It is left to the discretion of a Financial Aid Administrator to select what is appropriate documentation.

1. Documentation should substantiate the student's situation.
2. If collecting documentation about a student's life situation, documentation from more than one person should be collected.
3. The Professional Judgment Form must be completed and placed in the file for any student granted a Professional Judgment.

Distribution: Distributed Electronically via College's Internet.

APPROVAL:

Reviewing Council/Entity	Approval Date
College Council	N/A
Executive Cabinet	N/A

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Chancellor

1/31/2020
Date