

### **Professional Judgment**

Professional Judgment refers to the authority of a school's Financial Aid Administrator to adjust, on a case-by-case basis with adequate documentation, elements on the Free Application for Federal Student Aid (FAFSA) form. Students and families may experience issues that can impact their ability to contribute to their educational expenses. In these situations, requesting a Professional Judgment will allow the Financial Aid Office to review those issues and consider if a change in the student/family eligibility is warranted. A student must be enrolled at Innovate Salon Academy in order to be considered for a Professional Judgment. A student must also have a 2024-2025 Free Application for Federal Student Aid (FAFSA) with Innovate Salon Academy prior to requesting a Professional Judgment.

Students must write a detailed statement requesting a Professional Judgment to the Financial Aid Office via email to [amenicucci@innovatesalonacademy.com](mailto:amenicucci@innovatesalonacademy.com) including but not limited to: Name, Award Year and reason for Professional Judgment request. (Example: Divorce/Separation, Loss of Parent/Spouse, Reduction in Wages (including retirement/disability), Unemployment, Dependency Override/Unusual Circumstances). The Financial Aid Office will review the request and follow with additional required documentation to support the request.

The following documents can be requested for Professional Judgment:

**Divorce/Separation** - Divorce decree, proof of separate residence (ex: lease, mortgage, statement, utility bill or driver's license) Tax Return transcripts or IRS 1040 and W2 Form

**Loss of Parent/Spouse** - Death certificate, Tax Return Transcript or IRS 1040 and W2 Form

**Reduction in wages (including retirement/disability)** - Last 2 Pay Stubs (with year to date income for the affected family member), Tax Return transcripts or IRS 1040

**Unemployment** - Unemployment Benefit Determination Letter, Tax Return Transcript or IRS 1040

**Dependency Override/Unusual Circumstance** - Parental abandonment/incarceration, abuse/neglect, human trafficking. You will be asked to provide a third party supporting documentation (ex. court order, official federal or state documentation, state/county welfare agency, independent living case worker, public or private agency, facility or program servicing victims of abuse/neglect/assault or violence. A statement from an attorney or court appointed advocate, a determination made by a Financial Aid Administrator at another institution in the same or prior award year.

After submitting all required documentation the Financial Aid Office will review all documentation provided and will make a determination. Please allow 30 days for review and a final determination will be notified to you via email.