

**University of Maryland, Baltimore  
Professional Judgment  
2009-2010**

**Student Information:**

Last Name	First Name	Soc Sec Number
Street Address	City	State      Zip
Primary Phone (home, cell or work)	____@umaryland.edu UMB Campus Email Address	School/Program

If you have any questions regarding your professional judgment, you should contact your counselor. You may reach your counselor via telephone at 410-706-7347 or by email:

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Income Reduction - If you are an independent student and you or your spouse have stopped working or have changed from full time to part-time employment. If you are a dependent student and your or your parents have stopped working or have changed from full-time to part-time employment.

**Income Reduction**

**An income adjustment due to change in employment will not be processed until after the change in employment has taken place.**

When did you/your spouse/your parent(s) change in employment take place? \_\_\_\_\_

Briefly, indicate the circumstances surrounding the change in employment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You are required to submit the following documents with this form to your Financial Assistance Counselor:

- Signed and dated letter from your employer verifying the date of the change in employment – ***the letter must be dated after the change in employment***
- Signed and dated 2008 federal income tax document (if independent - for both student and spouse if married, if dependent - for both student and parents)
- Copy of last pay stub and, if applicable, current pay stub
- Any other documentation necessary as requested by your Financial Assistance Counselor

**Professional Judgment Request Decision:**

You will be notified via written correspondence of the decision in regard to your professional judgment request within two weeks of submitting all required documentation. Please note:

- Failure to submit all required documents will result in a delay in the processing of your professional judgment request.
- A professional judgment budget increase request does not guarantee additional funding from the Student Financial Aid Office.
- A professional judgment request that does not affect your aid or eligibility will not be processed.

<b>Office Use Only</b>	
_____ Professional Judgment Request Approved	_____ Professional Judgment Request Denied
_____ Signature, Financial Assistance Counselor	_____ Date

**IMPORTANT:**

**If you received federal student aid based on incorrect information, you will be billed for the change in your award. You may also have to pay fines and fees.**

*I declare the information and documentation I am providing to be true and correct to the best of my knowledge.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date