



2026-2027 PROFESSIONAL JUDGMENT (PJ) FORM

Student Name _____
Student ID _____

The purpose of this form is to allow the student and parent(s) to submit additional information resulting from one or more of the following scenarios below. All valid requests **must** complete this form and submit it with the additional required documents. Include the student's Dillard ID number on ALL correspondence. If the student is a dependent, both the student and at least one parent must sign this form. Please check all categories shown below that are applicable.

****INCOMPLETE PROFESSIONAL JUDGMENT REQUESTS WILL NOT BE CONSIDERED****

SITUATION:	DOCUMENTATION REQUIRED:
1. Child Care	<ul style="list-style-type: none"> ● Copy of invoice and/or letter from the provider, stating amount paid per child per week/month.
<p>2. Decrease in Income/Loss of Income -- injury, full- time to part-time employment, left job to return to school, loss of benefits, layoff, termination, quit job</p> <p style="text-align: center;">FILE a PJ request AFTER JUNE 1st</p> <p><input type="checkbox"/> 2025 Income Change: If your PJ Request is because your 2025 income will be less than 2024, fill in the reverse side of this form. Income loss must be substantial to make a difference in the Student Aid Index (SAI) that the federal government has determined on the FAFSA filed for the 2025-2026 award year.</p> <p><input type="checkbox"/> 2026 Income Change: If your PJ Request is because your 2026 income will be less than 2024, fill in the reverse side of this form. Income loss must be substantial to make a difference in the Student Aid Index (SAI) that the federal government has determined on the FAFSA filed for the 2026-2027 award year.</p>	<ul style="list-style-type: none"> ● Letter from employer citing change in work status or permanent separation date. Submit eight weeks after last date of employment. ● Copy of Last Pay Stub ● Copy of MOST RECENT PAY CHECK STUBS (Student & Parents) ● Statement of benefits (i.e. Social Security has terminated for student reaching age 18). List benefits for all other members of the household. ● Copy of unemployment benefits stating the amount and number of weeks or statement of ineligibility for such benefits. ● Letter from parent listing child support termination date, and copy of supporting document(s). Include amounts if there are other children still receiving support payments. ● If the student is a dependent, filing for aid with both parents, we need income information for both, even if income for one parent has not changed. ● All Verification Documents: 2026-27 Verification Worksheet, Non-Traditional Household (if applicable), copy of 2024 and 2025 IRS Tax Return Transcript, Schedules, 2024 & 2025 W-2 Forms, etc. and all pertinent income verification. Year 2025: All income received and will receive during year 2025. If change is resulting from tax year 2025, you must provide all earned/projected income for year 2025.
3. Elementary/Secondary Tuition (for applicable year)	<ul style="list-style-type: none"> ● Copy of the paid invoice from the school. List only amounts paid in year 2024 or 2025, not including the entering Dillard student, if applicable.

<p>4. Medical Expenses Submit ONLY medical expenses not covered by insurance for which <u>payments were already paid out-of-pocket</u>. We will not consider any medical expenses which have not yet been paid. Expenses incurred and paid in a previous calendar year are not eligible for PJ consideration. If you are filing <u>both</u> a loss/decrease of income AND a medical PJ Request, the medical expense documentation must be for the year in which the family is requesting the change/payments were made (2024, 2025 or 2026). The medical expense must be out of pocket expenses in which you did not receive a tax credit on your tax return.</p> <p>For the 2025 or 2026 <u>projected</u> year medical expenses, submit documents for all PAID bills. We will only use amounts above 10% of your AGI or 7.5% for parents over age 65, since you may be able to claim up to that amount on your taxes. Changes resulting in tax year 2026, you must wait and FILE PJ Request AFTER JUNE 1st.</p>	<ul style="list-style-type: none"> ● Copy of 2024 or 2025 IRS Tax Return Transcript (including all schedules). <p>Include the following if medical expenses were NOT claimed on your Federal Taxes.</p> <ul style="list-style-type: none"> ● Copies of bills, AND cancelled checks or credit card statement reflecting these payments. ● Copies of explanation of benefits from the insurance company, showing payments made toward the amount due. ● Itemized list of monthly payments, AND cancelled checks or credit card statements reflecting the payments. <p>Changes resulting in tax year 2026, you must wait and FILE PJ Request AFTER JUNE 1st. If change is resulting from tax year 2026, you must provide all earned/projected income for year 2026 and proof of medical expenses already paid at the time of submission of this request for the year.</p>
<p>5. Retirement</p>	<ul style="list-style-type: none"> ● Letter of separation from employer and copy of retirement benefits statement. ● Copy of last pay stub showing earnings prior to retirement ● If student is dependent, filing for aid with both parents, we need income information for both parents, even if income for one parent has not changed.

The counseling staff reserves the right to request additional documentation.

Be sure you have completed and submitted the following along with your PJ Request:

- A **Verification Worksheet** (include 2025 IRS Tax Return Transcript with Schedules and W-2(s) for yourself, and your spouse or parent(s).
- A **detailed letter** explaining how your family’s situation or expenses have changed which meets one of the specified criteria from the list on the front of this page.
- Please give specific dollar amounts of reduced income which match the documentation you provide--amount in child care expenses, amount in medical expenses, etc.
- Provide proper documentation of your PJ Request. **See the chart on the front page for specifics.**

SUBMIT ALL INCOME RECEIVED FOR THE REQUEST APPLICABLE YEAR (2024, 2025 AND/OR 2026)

The requested information will be used to evaluate changes in your family situation and determine if allowable adjustments can be made in order to present a more realistic picture of the family’s ability to contribute to the cost of education. Adjustments of financial aid awards are subject to the availability of funds.

I. Taxable Income

Student (2025 OR 2026)

Parent (2025 OR 2026)

Salary, Wages and Tips

Student _____

Parent 1 _____

Projected Year Income and Asset Information (Estimated 2025 OR 2026 amounts from January—December calendar year).

DOLLAR AMOUNTS MUST MATCH SUPPORTING DOCUMENTATION.

Spouse _____

Parent 2 _____

Interest and/or dividend income

Student _____

Parent 1 _____

Spouse _____

Parent 2 _____

Net income (loss) from business, farm, rent, royalties, partnerships, estates, trusts, etc. _____

