

## 2025-2026 Professional Judgement Request Checklist

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Transaction #: \_\_\_\_\_ SAI (Original): \_\_\_\_\_

I have collected the following information:

- A fully completed Professional Judgement Request Form, with a written statement describing the circumstance and reason for the appeal. This should include specific dates, as well as details of who is currently working in the home.
- 2022 Tax Return Transcripts or 1040 for all persons providing income (unless IRS data retrieval was used, or the Financial Aid Office already has a copy.)
- 2023 W-2s for all persons providing an income in the home.
- 2023 Tax Return Transcripts of 1040s for all persons providing income in the home.
- 2024 W-2x for all persons providing income in the home (when available).
- Current paystubs, covering the last 30 days for all persons providing income in the home.
- Statement of severance benefits / for: \_\_\_\_\_
- Statement of unemployment benefits / for: \_\_\_\_\_
- Disability awards letter / for: \_\_\_\_\_
- Social Security awards letter / for: \_\_\_\_\_
- Proof of legal separation OR proof of separate residences (list what was provided below)
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
- Death certificate and obituary or other supporting documentation to prove relationship (list what was provided below)
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
- Miscellaneous documents or other one-time income (list what was provided below)
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_

Do not mail this worksheet to the U.S. Department of Education.  
**Submit this worksheet to the financial aid administrator at your school.**

Briar Cliff University  
Attn. Office of Financial Aid  
3303 Rebecca St.  
Sioux City, IA 51104

**For Office Use Only**

<input type="checkbox"/> Changes Submitted – Date:	Transaction #:
<input type="checkbox"/> Final Review – Date:	New SAI:
Financial Aid Counselor:	