

**DIVISION OF HIGHER LEARNING
ASSOCIATED BETH RIVKAH SCHOOLS**

PROFESSIONAL JUDGEMENT PROCEDURES

When determining a student's eligibility for Title IV aid, the Financial Aid Administrator may use "Professional Judgement" to adjust a student's cost of attendance or the data used to calculate the EFC for expenses that are beyond those considered in the formula. The "Professional Judgement" process can be initiated by student request. The professional judgement will be processed after the student's initial eligibility has been determined, conflicting information has been resolved and verification has been completed, if the student was selected. The reason for the adjustment is documented and explains the specific, special circumstances that warranted the professional judgement.

In the case of "Professional Judgement", the student and her parent must submit documentation of the additional expenses, and/or information, such as tuition payments for the student's siblings in elementary and/or high school, number of the student's siblings in the household attending unaccredited colleges, unusually high out-of-pocket medical expenses, or other unusual expenses or circumstances (such as loss of income). Upon review of the documentation, a determination is made by the Financial Aid Administrator concerning the acceptability of the circumstances and the adequacy of the supporting documentation. If the circumstance and documentation are approved, a student's cost of attendance can be changed. Alternatively, an adjustment can be made to at least one of the data elements used to calculate the student's EFC, and is sent to the Central Processing System using the Professional Judgement-EFC Adjustment Request field. Once a new EFC (Expected Family Contribution) is calculated for the student, the student's awards are recalculated based on the new EFC.

In addition, rare and unusual family circumstances may warrant the FAA to do a "Dependency Override" that allows her to consider a student independent for financial aid purposes. Examples of unusual circumstances would include abandonment by parents, and/or an abusive family environment that threatens the student's health or safety.

Any student who thinks she qualifies for either Professional Judgement or for a Dependency Override may contact the Financial Aid Administrator, Mrs. Rivka Greenspan. All decisions regarding these matters will be determined by individual case.