



## **CSP's Professional Judgment Policy**

*The discretion granted by law that the FAA (Financial Aid Administrator) can determine that a single student from a group of students has an unusual circumstance or that adjustments need to be made to the need analysis. These decisions are made on a case-by-case basis and not across the board for a group of students.*

### **Unusual circumstances: *Dependency Override***

Examples, but not limited to

- Parental abandonment
- Incarceration
- Refugee or asylee status
- Human trafficking

### **Special circumstances: *COA (Cost of Attendance) and SAI (Student Aid Index) Appeal***

Examples, but not limited to

- Loss of employment
- Unusual family medical/dental expenses not covered by insurance
- Tuition expenses at an elementary/secondary school for the students siblings or dependents
- Extraordinary dependent care expenses
- Divorce of a dependent students parent or of an independent student
- Death of a dependent students parent or of an independent students spouse

### **Documentation- Student and Family**

This type of documentation is collected from the student and/or family to support the request for special consideration:

Examples of documentation can include, but are not limited to

- Written explanations of special circumstances being experienced by the student or parent
- Third-party (teachers, counselors, social workers, ministers/clergy members, state/county/tribal welfare agency, attorney, court appointed advocate, adult relatives, etc) letters or testimonials
- Copies of receipts, bills, payroll statements

Unusual circumstances do not include:

- Parents refuse to contribute to the student's education
- Parents will not provide information for the FAFSA or verification
- Parents do not claim the student as a dependent for income tax purposes
- Student demonstrates total self-sufficiency

CSP uses a secure portal to collect and process Professional Judgements, students can access the portal either from CSP Connect or by going to [csp.verifymyfafsa.com](https://csp.verifymyfafsa.com)

**Please Note:**

All requests for the 2024-2025 financial aid year must be received by the Financial Aid office by June 1, 2025, if you are requesting financial aid for the summer term.

Not all Professional Judgment requests will result in a change to a student financial aid package. The decision of the Financial Aid office is final, and cannot be appealed to the Department of Education.