

VICTORIA COLLEGE

Financial Aid Professional Judgement Request 2025-2026

Name: _____ Student ID#: _____

Victoria College recognizes that special circumstances may affect a student's eligibility for federal financial aid. This request form is designed to document such information for review by the VC Financial Aid Office. Complete all sections of this form and submit it to us **WITH THE APPROPRIATE DOCUMENTATION INDICATED.** Please allow up to four (4) weeks for our review process and decision. Decisions are final and are based upon your specific documentation and the regulations established by Department of Education. You will be notified of the results by an email to your VC Pirate Portal account. **Note: Not all adjustments may lead to additional eligibility for aid. Only those circumstances listed below will be considered.**

Requests will not be reviewed until we receive all of the required documentation.

Documents Required for ALL Requests:

- Typed and signed letter explaining your circumstances
- A 2025-2026 Dependent or Independent Verification Worksheet
- 2023 **and** 2024 IRS Income Tax Return Transcripts (if applicable) including spouse and/or parents
- All 2023 **and** 2024 W-2's/1099's

Section I. Financial Aid File

In order to be considered for Special Circumstances you must have a valid, verified financial aid file.

Have you completed the 2025-2026 FAFSA? _____ Yes _____ No

(If No, please complete at www.studentaid.gov)

Section II. Reason for Request

Check the appropriate reason for your request. Attach requested documentation.

_____ 1) **Loss of employment or substantial loss of income**

Last date of employment or date lost income: _____

Currently unemployed? _____ Yes _____ No

Unemployment benefits? _____ Yes Amount \$ _____ _____ None

Name of person losing income: _____

Relationship to student: _____

Required documents:

Letter of separation from employer

Proof of unemployment and amount receiving for 2023

Most recent pay stub if worked during 2024 (student and spouse or parents if dependent)

Expected 2024 income: _____

- _____ 2) **Loss of Social Security Benefits, Child Support, Other**
 Type of income lost: _____
 Name of person losing the benefit: _____
 Relationship to student: _____
 Date loss of income became effective: _____
 Amount of benefit lost: \$ _____ per month
Required documents:
 Social Security Administration Notification of Termination of Benefits **OR**
 Court Documentation stating termination of benefits **OR**
 Documentation of Other income lost
- _____ 3) **Divorce or Separation from spouse**
 Date of separation or divorce: _____
Required documents:
 Provide a copy of the divorce decree or complete the Victoria College Marital Separation form with proof of separation
 Provide documentation of income for 2023 (including spouse)
- _____ 4) **Death of Spouse or Parent**
 Date of death: _____
Required documents:
 Copy of death certificate
- _____ 5) **Excessive medical expenses not covered by insurance**
 Type of expense (medical/dental/nursing home, etc.): _____
 Medical bills must exceed 11% of the student's 2023 and/or 2024 adjusted gross income
Required documents:
 Original medical expenses with patients name and date of service
 Amounts paid or to be paid by insurance
 Receipts of bills paid by the student and/or parents
- _____ 6) **Catastrophic Event in 2023, 2025 or 2025**
 Type of event: _____
 Official report, invoices and receipts of expenses paid by the family not covered by insurance
 Copy of statements from the insurance company of any paid or denied claims
- _____ 7) **Update to Household Size**
 Reason for update: _____

Circumstances NOT eligible for a Special Circumstance Request:

- Lifestyle choices including:
- Credit card debt
 - Mortgage or car payments
 - School loans
 - Bonus income, lottery or gambling winnings
 - Bankruptcy proceedings
 - Reduction in over-time pay
 - Other miscellaneous expenses

Section III. Certification Statement

All relevant or required information and/or documentation must be attached for request to be reviewed.

By signing below, I affirm that all information contained in or attached to this request for a review of my financial aid eligibility are true and correct to the best of my knowledge. I affirm that I have not knowingly or intentionally provided false statements and/or fraudulent documentation. I understand that if I am found to have knowingly or intentionally given false or fraudulent statements and/or documentation, this request will be denied and that any eligibility for federal and state aid may be suspended or cancelled. I understand that the Victoria College Financial Aid Office reviews Special Circumstance Requests on a case-by-case basis and varying circumstances affect a student's ability to have adjustments made. I understand that it is my responsibility to submit all documentation requested prior to having my Special Circumstance Request reviewed.

I understand that any fees I may owe Victoria College are due on the date specified regardless of the status of my Special Circumstance Request.

Student Signature

Date

Parent/Spouse Signature

Date

Return completed form and documents to:

Victoria College
Financial Aid Office
2200 E. Red River Street
Victoria, TX 77901
Fax (361) 572-6493