



## PROFESSIONAL JUDGEMENT

All professional judgments must be made on a case-by-case basis based upon unusual, exceptional, or mitigating student or family circumstances. Creating specific standards under which professional judgment will or will not be performed is unacceptable. The purpose of professional judgment is to allow exceptions to be made in unusual cases, not to create a local set of eligibility rules. Students will be informed of denial or approval within 60 days after submission of the request.

### Financial Eligibility

In cases of extenuating circumstances affecting a student's financial eligibility, the student or the student's parent can request special consideration by submitting the appropriate request to the Financial Aid Office and setting up an in-person or phone interview, with email follow-up, to collect the appropriate information. At the conclusion of the interview, the advisor will determine what additional supporting documentation must be submitted for review.

Barbers Trade School's Financial Aid Office will determine on a case-by-case basis requests for extenuating circumstances.

Student or a student's parent should consider requesting a review of the student's eligibility if either experience:

1. Loss of employment
2. Reduction in employment
3. Separation or divorce after filing FAFSA
4. Dislocated worker
5. Homeless
6. Loss of non-taxable income or benefits
7. Death in family after filing FAFSA
8. Elementary and secondary school costs
9. Medical or dental expenses not covered by insurance
10. To remove unemployment benefits

If the student is married, the aforementioned points apply to the spouse when considering the professional judgment.