

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY**

**STUDENT AFFAIRS**

**SUBJECT:** PROFESSIONAL JUDGEMENT (FINANCIAL AID)

**REVIEWER(S):** Director of Financial Aid\*  
Dean of Student Affairs and Enrollment Management

**POLICY**

Carolinas College of Health Sciences understands that students applying for financial aid may occasionally have special circumstances surrounding his/her financial aid information. In such instances the financial aid office may use professional judgment on a case-by-case basis to adjust the value of a specific data element on the Student Aid Report (SAR). Adjustments can either increase or decrease the Expected Family Contribution (EFC), or the cost of attendance (COA).

**PROCEDURE**

- A. A student who feels they may have extenuating circumstances regarding the information on their SAR, may request the financial aid office to make a professional judgement concerning their aid eligibility. Dependency status, income variation and cost of attendance are three areas in which professional judgement may be considered.
1. Dependency status changes will be considered if:
    - a. The parents are out of the country and cannot be contacted by normal means of communication. In this case, a statement by a blood relative to confirm their absence must be provided.
    - b. There is a case of child abuse such that it is not considered wise for the student to contact the parents. A statement of documentation from a blood relative must be provided to confirm the account.
    - c. The parents' whereabouts are unknown. In this case, a statement by a blood relative to confirm their whereabouts must be provided.
  2. Income Variation changes will be considered if:
    - a. There is a change in earnings and/or resources due to unemployment, divorce, death, change in employment or receipt of nonrecurring income.
    - b. There are unusual medical and/or dental expenses, elementary or secondary school tuition, exceptional transportation costs, dependent care, or unusual debt.
    - c. The student must submit documentation to have changes made to data elements on their SAR's that involve monetary amounts.
  3. Professional Judgment decisions will be made within two working days after the required documentation has been received. If the decision is made to adjust the SAR, the necessary corrections will be made electronically by financial aid staff.
  4. The director of financial aid must include documentation of the reason(s) for professional judgment decisions in the student's file.
- B. The Professional Judgment policy and procedure will be reviewed bi-annually.

**REFERENCES**

**Related Policies to Consult**

**CCHS:**

BOARD – [Financial Aid](#)  
STUDENT AFFAIRS – Financial Aid

**Related 2018 SACSCOC Standard(s)**

- 12.6 Student debt  
13.6 Federal and state responsibilities