



**INCOME ADJUSTMENT PETITION**  
**Professional Judgment (PJ)**  
Financial Aid Office  
**2019/2020**

Blue Mountain Community College  
PO Box 100  
Pendleton, OR 97801  
Phone: (541) 278-5759 - Service Center  
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Email: [FinancialAid@bluecc.edu](mailto:FinancialAid@bluecc.edu)

STUDENT NAME: \_\_\_\_\_ BMCC ID: \_\_\_\_\_

**\*\* You must have an official 2019/2020 BMCC award letter before an Income Adjustment Petition will be accepted. \*\***

**PLEASE READ before completing this form.** The 2019/20 Free Application for Federal Student Aid (FAFSA) collects 2017 income and is a current snapshot of assets to calculate your Expected Family Contribution (EFC). This EFC determines your financial aid eligibility for the current academic year; which may not always be the best indicator of you/your family’s financial ability to contribute to the cost of your education. BMCC offers applicants one opportunity to request that we use our Professional Judgement (PJ) to re-evaluate qualifying and documented changes. By submitting this PJ form, you are asking for a recalculation of your EFC using a more recent income period, or a new snapshot of assets/qualified expenses. Conditions must have existed for a minimum of 60 days prior to submitting this request form. Only one PJ will be considered for an academic year. You will be notified via your BMCC student email if additional documents are required to complete the review.

DIRECTIONS: Check one or more categories and submit required documentation.

**A. DECREASED INCOME** - Indicate who experienced a significant decrease in income since 2017:

Dependent Student:      Student \_\_\_      Parent 1 \_\_\_      Parent 2 \_\_\_  
Independent Student:    Student \_\_\_      Spouse \_\_\_

**SELECT ONE** 12-month period that best reflects your/your family’s financial situation:

- \_\_\_ Calendar Year 2019 (01/01/19 - 12/31/19) - Do not submit until on/after 06/01/19
- \_\_\_ Fiscal Year 2019/20 (07/01/19 - 06/30/20) - Do not submit until on/after 09/01/19

- 1)  Write a detailed description of the special circumstances that affected (and will continue to affect) your financial situation for the 12-month period selected, including employer name(s), specific employment dates, and income amounts.
- 2)  Include documentation of ALL income sources during this period, including wages, child support, alimony, Worker’s Compensation, veteran’s benefits, disability, etc.
- 3)  A loss of work or reduction in earnings must have occurred at least two months prior to submitting this form (**resigning from a job to attend school full time does not qualify**). Attach a letter from employer, layoff/hire notice, final pay stub and/or last two months pay stubs from current employment, and/or Wage List Summary from local Employment Office.
- 4)  A loss of benefits such as child support, alimony, or social security must include official documentation.
- 5)  If you are receiving Unemployment benefits in Oregon, submit a Wage List, “Time and Money” left on claim, and “Where’s my check?” printouts from the Employment Department’s online Claims systems at [www.workinginoregon.org](http://www.workinginoregon.org). You may later be requested to submit more detailed information such as ECLMS Claim Summary or EPAY payment list documents. (If you are receiving unemployment out of state, contact the appropriate department in that state to obtain similar documentation.)

- B. CHANGE IN ASSETS** - The household assets reported on your FAFSA were a one-time distribution and/or a temporary pass-through/specifically designated.

Write a detailed statement describing the special circumstances regarding your change of reportable assets, including specific asset names, pertinent change dates and impacted amounts. Provide documentation to identify the source of income and an itemized statement of how that income was spent, with supporting documentation. Documentation may include settlement/sale receipt, receipts for expenses paid, current asset value, itemized statements, 1099-R, and additional documentation, as needed.

**SELECT ONE or more**, as reflected on your 2019/20 FAFSA:

- Proceeds from the sale of your primary residence, invested in another home in your household members reside  
 Proceeds from a legal settlement or inheritance, paid toward your primary residency or other need-based expense  
 Expenses associated with a legal settlement  
 IRA or Pension Distribution/ Rollover

- C. PAID QUALIFIED EXPENSES:** You/your household paid significant, out-of-pocket expenses for a dependent family members private K-12 tuition expenses, for dependent care, for elder care, and/or for medical needs during the following period:

**SELECT ONE or more** of the applicable expenses:

- K-12 Private Tuition       Dependent Care       Elder Care       Qualified Medical Needs

Provide a signed statement that clearly explains the facts about your household's significant, out-of-pocket, paid qualified expenses. Submit appropriate documentation of such expenses.

All Professional Judgement reviews and adjustments are at the discretion of the BMCC's Financial Aid Office.  
Please allow 4 weeks for processing.

**I certify that the information provided is true and complete to the best of my knowledge and reflects the most accurate report of my/my household's current ability to contribute to my 2019/2020 college expenses. I also understand that if I purposely give false or misleading information, I may be fined or face federal penalties.**

\_\_\_\_\_  
Student Signature      Date: \_\_\_\_\_      \_\_\_\_\_  
Parent Signature      Date: \_\_\_\_\_  
(Dependent Student Only)

OFFICE USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Director of Student Financial Assistance Signature	Date
Comments:	

**BMCC Non-Discrimination Statement**

It is the policy of the Blue Mountain Community College Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age, or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the BMCC Title IX Coordinators: Room M-150 or Room M-217 Morrow Hall, Blue Mountain Community College, 2411 NW Carden, Pendleton, OR 97801; Phone: 541-278-5796 or 541-278-5850. Email: [ddrebin@bluecc.edu](mailto:ddrebin@bluecc.edu) or [tparker@bluecc.edu](mailto:tparker@bluecc.edu). For hearing impaired assistance, please call Oregon Relay at 7-1-1.