2015-2016 Income Reduction or Unemployment Professional
Judgment Worksheet (Dependent)

Student’s Name: ____________________________       ID#_________________

Unusual Circumstances:
Parent(s) who earned money in 2014 or 2015 and has/have been unemployed for at least 10 weeks in
2015.  Adjustments for unemployment will not be made until after July 1, 2015.

Information Required:                                         Mother                       Father

Expected gross earnings 2015: $ ______   $ ______

Expected unemployment 2015: $ ______   $ ______

Required Documentation: (You must provide ALL of the documentation listed below for your request to be
complete.)

1.) A personal statement from parent describing your unusual circumstance

2.) An official tax transcript for 2014 from the IRS for you, as well as your parents.

3.) 2015-2016 Dependent Verification Worksheet

4.) A letter from your parent’s employer or termination notice confirming all of the following:
   [ ] parent’s last date of employment  
   [ ] year-to-date income  
   [ ] dates and total amount of severance benefits received (if applicable)

5.) If unemployment compensation is received in 2015, or has been received in the past, include:
   [ ] statement from unemployment office stating dates and total amount of
   compensation to be received
   [ ] copy of recent unemployment “pay stub”

6.) If your parent has found new employment at a different position, please include:
   [ ] a letter from employer indicating the beginning date of the new position and salary
   [ ] documentation of year-to-date earnings (most recent pay stub)

By signing this form, you certify that the information reported on this form is true and accurate to the
best of your knowledge. The Office of Student Financial Aid reserves the right to request supporting
documentation and to revise awards if necessary.

Student’s Signature: ____________________________       Date: _____________

Parent’s Signature: ____________________________       Date: _____________

Prince George’s Community College, 301 Largo Road, Bladen Hall room 121, Largo, MD 20774