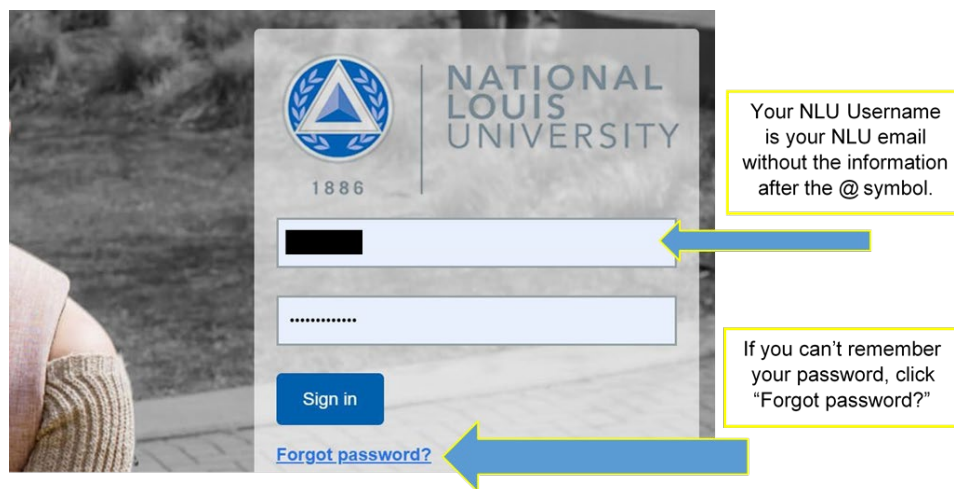




How to Complete the Professional Judgment/Special Circumstances Appeal

- If you choose to submit an appeal after reviewing the special circumstances [please review required documentation](#) and submit ALL with your appeal.
- You must have a completed FAFSA on file AND if selected, have completed verification before starting a PJ Appeal.
- We will send email to your NLU email address if we need anything else as we review your appeal so please check it frequently for updates.

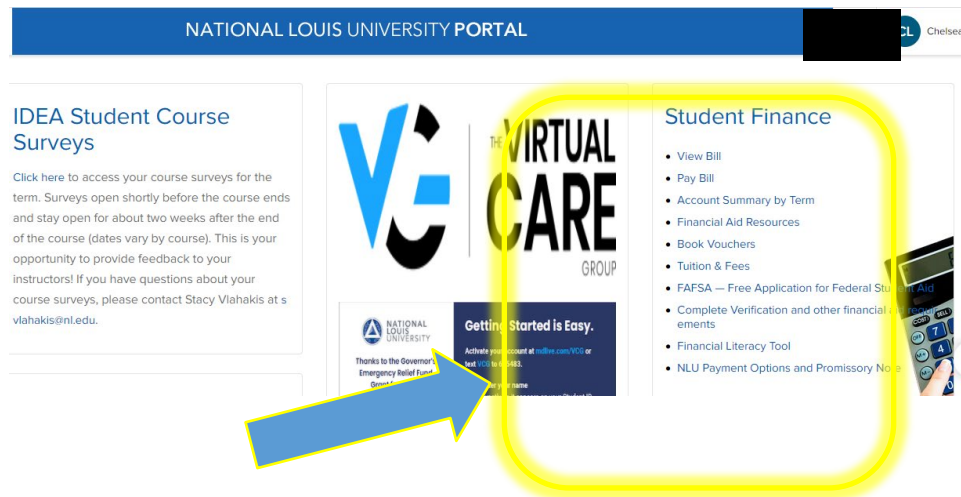
- 1) Log into your **NLU Student Portal** at <http://my.nl.edu>



- 2) Click on **“Student Services”** from the left-hand navigation bar.



- 3) Scroll down slightly and locate “Student Finance” on the right hand side. Then click the link to “[Complete Verification and other financial aid requirements.](#)”



- 4) If you are a new user, you'll be prompted to create an account. The name, date of birth, and social security number you provide must match the information you submitted on your FAFSA application. You will also be asked to confirm your NLU Student Email; check with your enrollment specialist or academic adviser if you don't remember your NLU Student Email. **Please note, if you have already created an account previously, you will automatically be taken directly to your verification tasks.*

Confirm Student Information

Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please make any necessary corrections to ensure an exact match to the FAFSA.

[Why do I have to provide this?](#)

* First name

* Last name

* Date of birth

The field DateOfBirth must be a date.

* Social security number

Preferred email

Confirm email

Phone Number
Provide a phone number to subscribe to mobile phone text messages for account updates.
(Standard text message charges apply)

Register Account

- 5) You will then be directed to your tasks. Documents you need to complete, or information that you need to supply will be listed here.

NATIONAL LOUIS UNIVERSITY

+ - Request

2021-2022
Verification

Congratulations!

Your file has been sent to the Office of Financial Aid for review. No further action is required at this time. You may view documents that have been submitted by clicking on the links below.

Contact the Office of Financial Aid with any questions.

If you have no tasks you may click the REQUEST button.

If you have tasks they will be listed here, you must first complete before requesting a PJ.

Expand each task to complete the item.

- 6) Dependent Students have two appeal options (the dependency appeal and the family contribution appeal). Independent students will only have the family contribution appeal).

+ - Requests

You can request to open an appeal or upload a specific document, or close the request if you no longer wish to proceed. Any item with a green addition button may start the request process, but you may only request that item one at a time. You can cancel a request with the red cancel button, but once the item has been sent to review by the school you may not cancel the request. If you are unsure which award year to choose for a request, please confirm with your school.

	2022-2023	2021-2022
Dependency Appeal		
Family Contribution Appeal		

Cancel

Click on the green + button to start your appeal for the correct school year

- 7) Briefly explain the reason for your appeal. You will be asked to provide more details about your appeal, later.

+ - Requests

Family Contribution Appeal--2021-2022

Please explain your reason for this request.

Enter your comments...

You must enter at least 3 characters in the comments field.

Characters left: 255 / 255

Go Back Submit

Success

Your request has been successfully created!

OK

- 8) Expand each task to finish completing your appeal.

NATIONAL LOUIS UNIVERSITY

+ - Request

2021-2022 Verification 2021-2022 Family Contribution Appeal 2021-2022 Professional Judgment Appeal

Welcome!

Below is the list of items the Office of Financial Aid needs you to complete for the professional judgment appeal process. Click on any section to view the detailed list of requirements.

Contact the Office of Financial Aid with any questions.

> Independent PJ Expected Family Contribution (EFC) Appeal

Click here to start your appeal.

Expand each task to complete your appeal.

9) Click the “Fill Out” button to continue with your appeal.

2021-2022 Verification 2021-2022 Family Contribution Appeal 1

Welcome!

Below is the list of items the Office of Financial Aid needs you to complete for the professional judgment appeal process. Click on any section to view the detailed list of requirements.
Contact the Office of Financial Aid with any questions.

▼

Independent PJ Expected Family Contribution (EFC) Appeal

To continue with your Professional Judgement (PJ) Expected Family Contribution (EFC) appeal you must complete the PJ Expected Family Contribution (EFC) Appeal web form.

Test

Appeal Status: Open

○ Independent PJ Expected Family Contribution (EFC) Appeal Web Form ⓘ

Fill Out

You are screen sharing Stop Share

Continue with Fill Out button

10) Use the CONTINUE button to step through and complete all requested information for your appeal.

NATIONAL LOUIS UNIVERSITY

2021/2022 Independent PJ EFC Appeal

Instructions

Demographics

Special Circumstances

Statement

Review & Sign

Return to Student Tasks

Instructions

This Web Form allows you to request a change in the input data in the Expected Family Contribution (EFC) calculation due to unusual circumstances. The Office of Financial Aid shall review your case upon successful completion and submission of the Web Form. Please contact the Office of Financial Aid for additional information or if you have questions.

Office of Student Finance
phone: 888.658.8632 ext. 5350
verificationdocuments@nl.edu

Continue →

Continue completing your appeal. Continue through all screens.

11) Select each type of special circumstance that applies to you.

NATIONAL LOUIS UNIVERSITY

Financial Special Circumstances

Below are the special circumstance(s) that have been chosen by your institution. [Redacted]

- ☐ Job loss/unemployment
- ☐ Significant Decline In Income From [Redacted]
- ☐ Loss of benefits
- ☐ Divorce/Separation
- ☐ One-time income – Student/Spouse/Parent received a one-time income payout.
- ☐ Unusual Medical or Dental Expenses - You must be able to document that your household paid at least 10% of their total income in medical or dental expenses from their personal resources in [Redacted] (i.e not paid by insurance or flex spending account).
- ☐ Other Catastrophic Event in [Redacted] (not covered already with your request)
- ☐ Death - Spouse and/or parent died after filing the FAFSA.
- ☐ Loss of Child Support you received during [Redacted]
- ☐ Lump Sum/ One Time Payment of retirement funds/ ROTH IRA Conversion received during [Redacted]

- 12) Explain, in detail, the reason for your appeal. Add the required details outlined in the [Professional Judgment – Special Circumstances Appeal](#). If you run out of characters and cannot fit all within this space, add this note in the statement box “Please see attached statement.” Then type your statement separately, add a date to it, and sign it (and your parent if you are a dependent student) and save it to your computer. You will be able to upload your statement in a later step. **For now, also check the box “I will provide supporting documentation.”**

NATIONAL LOUIS UNIVERSITY

Signed Statement Request

Instructions

Please provide a detailed statement that includes the following:

- Reason you are requesting a professional judgment.
- Extenuating circumstances that qualify you to request a professional judgment.
- Dates that the extenuating circumstance occurred including date or expected date the extenuating circumstance ended.
- If professional judgment request is due to unusual expenses please be specific about the types of unusual expenses.
- Any additional information that would substantiate your extenuating circumstance.

Required: enter your statement...

☐ I will provide supporting documentation.

[← Back](#) [Continue →](#)

Write your statement here.

Check the box for providing supporting documentation.

- 13) Continue to the “Review & Sign” page. **Review all of the information you entered. Then E-sign your appeal using your password.**

NATIONAL LOUIS UNIVERSITY

Review & Sign

National Louis University
122 S. Michigan Avenue
Chicago, IL 60603
studentfinance@nl.edu

2022-2023 PJ Expected Family Contribution Appeal
Dependent Student

Student's Information

Student's Last Name Student's First Name Student's ID Number
Student's Phone Number Student's Date of Birth

Instructions

This Web Form allows you to request a change in the input data in the Expected Family Contribution (EFC) calculation due to unusual circumstances. The Office of Financial Aid shall review your case upon successful completion and submission of the Web Form. Please contact the Office of Financial Aid for additional information or if you have questions.

Expected Family Contribution Special Circumstances

☒ Financial changes between base year and current year
☐ High medical or educational expenses
☐ One time disbursement of 401K or investment funds
☐ Cost of attendance

Signed Statement Request Instructions

Please provide a detailed statement that includes the following:

- Reason you are requesting a professional judgment.
- Extenuating circumstances that qualify you to request a professional judgment.
- Dates that the extenuating circumstance occurred including date or expected date the extenuating circumstance ended.
- If professional judgment request is due to unusual expenses please be specific about the types of unusual expenses.
- Any additional information that would substantiate your extenuating circumstance.

test

☒ I will provide supporting documentation.

Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

The student and one parent must sign and date.

Student's Signature Date
Parent's Signature Date

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school.
You should make a copy of this worksheet for your records.

14) After you E-Sign, read and sign the Terms and Conditions.

Consent to Use of Electronic Signatures

Electronic Signatures

Federal law requires your consent to use electronic signature for documentation and records ("Electronic Documents") that would otherwise be legally effective only if provided to you in a printed/written paper document.

"Electronic Documents" include the documents you may save on your computer, attach to e-mail or are generated through the use of web forms. They can typically be printed out, but exist independently in an electronic form on your computer.

By clicking in the box marked "I agree" at the bottom of this page, you consent to use of electronic signatures rather than paper documents for the forms provided on this web site (the "Site"). You are also confirming that you have the capabilities to receive and review electronic records and that you have an active email account.

You understand that your electronic signature is legally binding, just as if you had signed a paper document. Your consent to use electronic signatures and documents applies only to materials generated on the Site.

Identification Authentication and Security

○ You have E-Signed this form. **A parent E-Signature is also required.** Click the "Request" button to the right to request the E-Signature. This form will no longer be editable while awaiting the parent E-Signature. Otherwise, return to the form by clicking the "Fill Out" button to the right and select "Opt out of E-Sign" in the Review & Sign section to download the form, complete all signatures, and upload the signed form.

 Request

Request Parent E-Signature

Please select a parent to request an E-Signature for the Dependent PJ Expected Family Contribution (EFC) Form. This form requires a parent listed on your Free Application for Federal Student Aid (FAFSA). Only parent(s) listed on the FAFSA and were cleared through a Social Security Administration check will appear as an option.

* Required

Parent 2 on FAFSA - T TESTING ▼

* Parent's e-mail address

* Confirm e-mail address

Send Request

Cancel

- 16) Upload your required documentation outlined in the [Professional Judgment – Special Circumstances Process](#).

○ Upload Supporting Documentation 

 Upload

Submit

Document Preview

Before you use, make sure:

1. The image is not blurry.
2. The image has not been cut off.

Use

Discard

Document Preview



Your document was added to the task. Would you like to add another page?

Add Page(s) No

Submit

- 17) Once all documents are uploaded, use the “Submit” button to submit all information to NLU for review. You’ll see an onscreen “All done!” confirmation message. Your file will then be sent to the Student Finance verification team for review, and updates will be sent to your NLU Student Email.

All done!

There's nothing you need to do at the moment. If this changes in the future, you'll be notified and tasks will be waiting when you log in.

Contact the Financial Aid Office with any questions.

What Now?

- **Monitor your NLU student email for updates!**
- If additional information is needed you will receive an email with next steps. Your appeal tasks in your NLU student portal will also be updated with thorough instructions and comments left by our verification team.
- Once your appeal has been approved, you will receive a confirmation email.
- You will then receive a revised award letter within two weeks of your appeal's approval.