

Berkeley College COVID-19 Professional Judgement Policy

Based on guidance, provided by the U.S. Department of Education on May 11, 2021, Public and Private Non-Profit Colleges participating in the Higher Education Emergency Relief Funds (HEERF) Part III must inform students, using a portion of their Institutional HEERF allocation, about the institution's ability to make Professional Judgments. While Berkeley College is not required to, out of concern for students the College is reaching out to students communicating this opportunity. Berkeley's Professional Judgment outreach refers to the authority of a college's financial aid administrator to adjust the elements on a student's FAFSA that relates to an income appeal.

Berkeley College performs Professional Judgements, based on appeals brought by students, with each decision being made on a case-by case basis. Based on the hardships many students are experiencing, due to COVID-19, the College started sending out communications, regarding Professional Judgements, to both new and continuing students, the week of August 30, 2021. This was a select group of students who have been having trouble clearing for the Fall 2021 semester. Professional judgement takes time and effort by both the student and FA Administrator and we wanted to be sure to have the time to focus and this neediest population. We will open up our campaign two weeks after the semester begins. Our communications are going out to every file completed, Federal Aid packaged student whose Estimated Family Contributions (EFCs) are greater than zero, to inform them about the Professional Judgement appeal. These communications include a link to an eform application for an appeal.

Students who appeal are invited to submit documentation and/or make an appointment with a Financial Aid Advisor and are given 14 days to respond to the request. If there is no response then the appeal is closed/denied.

Once an appeal has been completed, if approved, the student is informed that they will receive a new award notification with increased Federal Aid. If denied, they will receive a notice of denial.