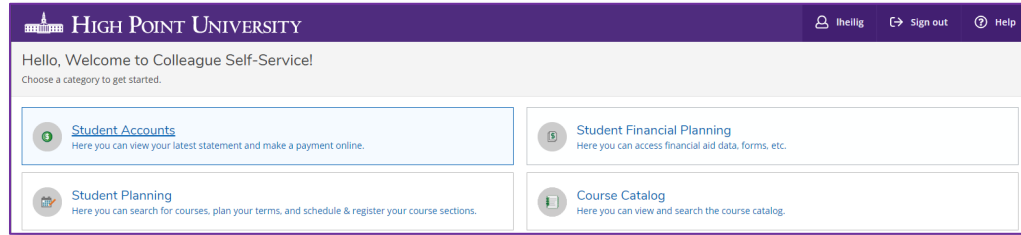


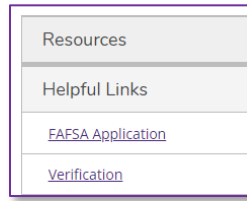
How to sign in, upload, and complete your professional judgement appeal

1. Sign into [Student Self-Service](#)

a. Select Student Financial Planning

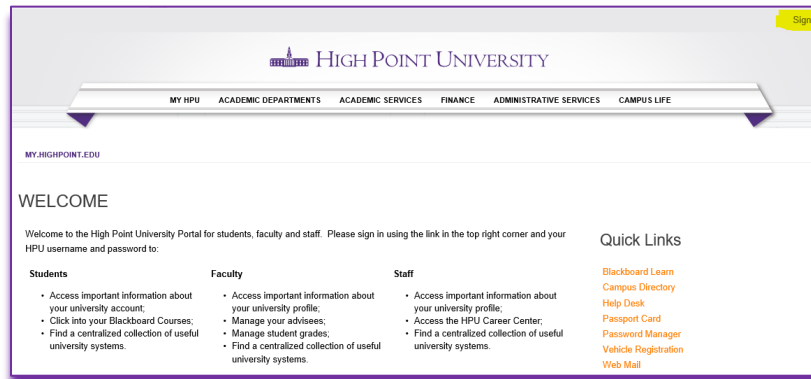


b. Select Financial Appeal from the list of Helpful Links under the Resources section



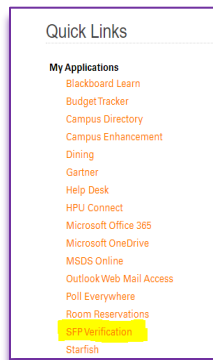
2. Or go to my.highpoint.edu

a. Click Sign In in top right corner

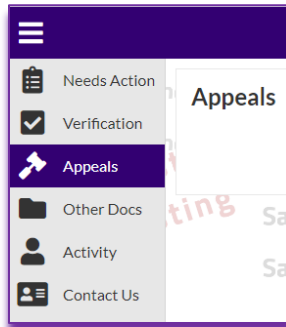


b. Sign in with your HPU Username and password – your name will appear in the top right hand corner

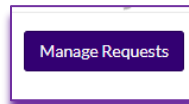
c. Click on SFP Verification under Quick Links menu on the right hand side of the page (if you do not see this menu, then click on “Incoming Student” next to your name in the top right corner)



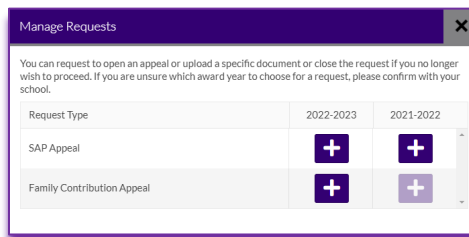
- You will then have to sign in again with your HPU username and password
- If this is the first time you are logging onto the SFP Verification site, you will be asked to verify your information to validate your account.
- After validating your account, you select 'Appeals' on the left side menu of the page



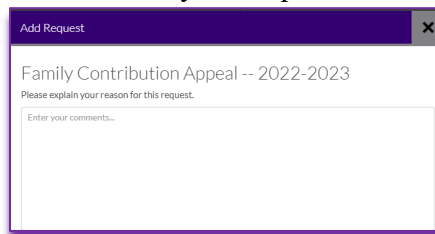
- Select 'Manage Requests' in the upper right corner of the page



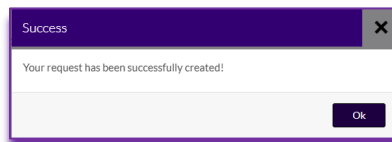
- Select Family Contribution Appeal for the correct award year



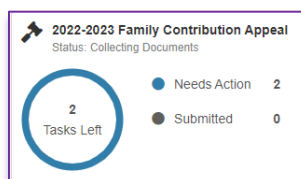
- You will then be asked to provide the reason for your request



- After providing a reason and clicking on the 'Submit' button, you will receive a notification alerting you that the request was successfully created



- Upon clicking the 'OK' button, you will return back to the main screen and see the Family Contribution Appeal you just created



11. Click on the grey > symbol to expand the content of the appeal below

2022 - 2023 Family Contribution Appeal

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.

- > Additional Info: Parent 2021 Signed Federal IRS Form 1040
- > Dependent Special Circumstances Form - High Point

12. Each of the different section will need to be completed.

- c. For those sections with web forms available, you will select the 'Fill Out' button and follow the instructions provided to complete and submit the form.
- d. For those sections requiring documents to be provided, you will select the 'Upload' button to upload electronic copies of the necessary documentation. You will be given an opportunity to review the uploaded document to ensure it is clear and understandable to use and will be provided the opportunity to upload additional pages as needed.

13. Once all necessary tasks are completed you will see a summary of the information provided. For dependent students, both the student and parent are to e-sign the appeal

documentation as listed on this form.

Full parental supporting documentation.

Certification and Signatures

Full parental signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING:** If you 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.

E-Sign This
Create my E-Sign PIN

Opt out of E-Sign

Back Sign

For dependent students, if your parent has not previously logged into the verification portal, you will need to 'Request' them to set up access and a pin for electronic signature from them as well.

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.

Dependent 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.

anything

Appeal Status: Open

- PJ Expected Family Contribution (EFC) Appeal Web Form

Download	Date Filled Out
Dependent PJ Expected Family Contribution (EFC) Form.pdf	07/19/2021

- 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.
- Upload Supporting Documentation

14. Once you have successfully E-Signed the appeal you will be given the opportunity to upload the necessary documentation for us to then review. This should include the Special Circumstances form you have been provided by the Student Financial Planning along with all the necessary documentation as indicated on the form. The appeal must have all E-Signatures and documentation uploaded before you will be given the option to click the 'Submit Button' on the bottom right side of the screen.
15. In the event that further information is required by the University, additional tasks will be added for you to complete before we will be able to review your appeal.
16. Students will be able to see the status of their appeal and, upon completion, the outcome and any comments we have added in submitting the decision will be displayed. Students will also receive an email of the decision.
17. Should you need any assistance with accessing the my.highpoint.edu or the student self-service portal, please contact the University help desk at 336-841-4537 or at helpdesk@highpoint.edu. Should you need any assistance with the verification process, please contact the Office of Student Financial Planning at 336-841-9160 or at finplan@highpoint.edu for further assistance.