

INCOME ADJUSTMENT REQUEST 2025-2026

Student Name: _____

Student ID #: _____

Email Address: _____

Phone Number: _____

This form is used to report changes in income that occurred since filing the 2025-2026 FAFSA. The professional judgment process is an extensive process that requires a thorough review by the financial aid staff to determine if any changes may be appropriate based on your application. **If your FAFSA is selected for verification, this process must be completed first.** If additional documentation is requested, the student will be notified via email. The student will be notified via email if the request is approved or not approved.

PLEASE NOTE: Requesting to exclude gambling winnings does not qualify for an income adjustment. Graduate students are not eligible for need-based grants or need-based loans, so an Income Adjustment Request may not be necessary.

Below is a list of recommended documentation. You may include any documentation that is relevant to your claim and check the following boxes to indicate that they have been included. An Income Adjustment request without documentation will not be considered.

- ☐ Employer's notice (written documentation) of termination/cessation on company letterhead
- ☐ Last paystub from all employers showing year-to-date earnings for both parent and/or student
- ☐ Copy of certification of unemployment benefit eligibility and total amount received/to be received
- ☐ Print out of weekly unemployment compensation received in 2024 and to-date in 2025
- ☐ Documentation of all other sources of parent & students' income (taxable and non-taxable)
- ☐ Employer's notice (written documentation) of reduction of income on company letterhead
- ☐ Proof of type of retirement, effective date, and monthly pension(s) amount(s) along with any other retirement account statements
- ☐ Attending doctor's signed and dated statement of disability
- ☐ Documentation of date disability or natural disaster resulted in termination of employment
- ☐ Documentation of disability payments
- ☐ Notification of workers' compensation
- ☐ Documentation of Official Declaration of Natural Disaster status
- ☐ Benefit provider's notification of loss of benefit, effective date of lost benefit, and total amount received in 2024
- ☐ Court documents verifying loss, date and conditions of loss of child support
- ☐ Copy of your/spouse/parent signed 2024 individual federal tax return (1040 Form)
- ☐ Copy of your/spouse/parent IRS non-tax filing statement
- ☐ Copy of all your/spouse/parent W-2 forms & 1099 Statement

SECTION 1

Select the circumstance that best describes you or your parents' situation and provide all required applicable documentation:

Tell us the person(s) impacted by the income change (Check all that apply): ☐ Student ☐ Spouse ☐ Parent

Date of reduction of income/employment termination: _____

Has employment been reinstated since termination? ☐ YES ☐ NO

person receiving unemployment benefits? ☐ YES ☐ NO

Check only ONE that corresponds to your situation and provide the documentation applicable.

___ Termination or involuntary cessation of employment

(I have been unemployed for ___ months as of _____ the date of this application)

___ Involuntary reduction of income within current employment

___ Loss of employment due to retirement

___ Disability or natural disaster

___ Loss of unemployment compensation, disability benefits, court ordered child support or another type of untaxed income.

___ Lump sum payment received

___ Other (please provide a brief description) _____

Please explain in detail the reason for your request and the details of your income reduction or extenuating circumstance. Please be sure to include applicable dates.

☐ Check here if you have typed or written the explanation on a separate page

SECTION 2

Please select **ONE** option below and answer the corresponding income questions.

☐ Check here if you are requesting an income adjustment based on your family's completed 2024 federal tax return information. **Provide a signed copy of your/spouse/parent's 2024 individual federal tax return (1040 Form), ALL W-2 forms and complete Part A only then go to Section 3.**

OR

☐ Check here if you are requesting to use projected 2025 family income. **Complete Part B only and go to Section 3.**

A. In addition to your 2024 federal tax return, please list any additional **untaxed income received in 2024.**
If you have nothing to report, put "zero" or "N/A." Once completed, go to Section 3.

Income Source	Total Amount Received in 2024	Income Source	Total Amount Received in 2024
Veterans non educational benefits	\$	Relatives/Friends	\$
Workmen's Compensation	\$	Untaxed portion of IRS distribution and pensions	\$
SSI/Social Security (including amounts received for children)	\$	Military & Clergy housing and food allowances	\$
Child Support Received	\$	Other	\$

- B.** List all income and/or benefits projected for **January 2025 through December 2025**. If you have nothing to report, put “zero” or “N/A.” **Provide any applicable documentation listed on page one.** Once completed, go to Section 3.

Income Source	Gross Amount Expected for 2025	Income Source	Gross Amount Expected for 2025
Student's Income	\$	SSI/Social Security (including amounts received for any children)	\$
Student's Spouse Income (if applicable)	\$	Child Support Received	\$
Student's Father/ Stepfather Work Income (if applicable)	\$	Relatives/ Friends	\$
Student's Mother/ Stepmother Work Income (if applicable)	\$	Other (such as IRA distributions, pensions, VA non education benefits, etc.)	\$
Unemployment Benefits	\$	Severance Pay	\$
Workmen's Compensation	\$	Other	\$

SECTION 3 Certification Statement to be signed by student and parent (if applicable)

I swear under the penalty of perjury all the information contained in this application is true to the best of my knowledge. I understand that providing intentionally false or misleading information in attempt to obtain federal financial aid can result in a fine of up to \$10,000 and/or incarceration.

I understand that failure to provide the required documentation may result in denial of this application. I understand that additional documentation may be requested and that I will provide all requested documentation for this request to be considered.

Print Student's Name

Student's Signature

Date

Print Parent Name (if applicable)

Parent's Signature (if applicable)

Date