



# Professional Judgment Request Form, 2024-2025

## Change of Income

You have indicated that a reduction in income has occurred since the time you originally applied for financial aid by filing the FAFSA. Please complete the worksheet and return it with documentation describing your situation to the Northwestern financial aid office.

### ▶ PERSONAL INFORMATION

Student Name \_\_\_\_\_ Student ID Number or SSN \_\_\_\_\_ Preferred email \_\_\_\_\_

Name of person with an income change \_\_\_\_\_

Relationship to student \_\_\_\_\_

#### Taxable Income:

\$ \_\_\_\_\_ Actual gross income from 1/1/2022 until 12/31/2022

\$ \_\_\_\_\_ Actual gross income from 1/1/2023 until / /2023 (Enter date income changed)

\$ \_\_\_\_\_ Estimated gross income from / /2024 until 12/31/2024 (Enter same date of income change)

Explain how this estimate was calculated:

\$ \_\_\_\_\_ Projected other taxable income, such as interest and dividend income, unemployment compensation, taxable IRA or pension distributions, capital gains/losses, etc.

\$ \_\_\_\_\_ Amount of severance pay

\$ \_\_\_\_\_ 2022 or 2023 child support expected

\$ \_\_\_\_\_ Projected other untaxed income, such as untaxed portions of pensions, worker's compensation, untaxed IRA contributions, housing benefits, untaxed unemployment benefits, etc.

\$ \_\_\_\_\_ Total projected income

### ▶ MARK THE BOX FOR THE CAUSE OF INCOME CHANGE AND PROVIDE DOCUMENTATION AS INDICATED BELOW:

#### Loss of job (quit, laid off, terminated, disabled) with no current employment

Documentation required:

- 2022 and/or 2023 W2s
- Final pay stub from previous employer
- Termination or resignation letter
- Unemployment paystub, if applicable
- Severance benefit statement, if applicable
- Explain the situation using space provided at bottom of this form.

#### Reduced hours, reduced pay rate, or change in jobs that results in lower gross earnings

Documentation required:

- 2022 and/or 2023 IRS 1040 tax form, pages 1-2 and Schedules 1-3
- 2022 and/or 2023 W2s
- Most recent pay stub
- Final pay stub before the change occurred
- Explain the situation using space provided at bottom of this form.

**Retirement**

Documentation required:

- 2022 and/or 2023 W2s
- Final pay stub from previous employer
- Retirement letter (from you to employer, or from employer)
- Description of amount and type of future retirement income for rest of 2023
- Explain the situation using space provided at bottom of this form.

**Other**

Documentation required:

- Explain the situation using space provided at bottom of this form.
- Other documentation as directed by the financial aid office

My signature below confirms that all of the information submitted is true and complete to the best of my knowledge. If asked by an authorized official, I (we) agree to give proof of this information. I (we) also realize that if I (we) do not give proof when asked, the request may not be considered.

Student Signature \_\_\_\_\_  
 (Required if student's income changed)

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_  
 (Required if parent's income changed)

Date \_\_\_\_\_

*Office use only:*

Original EFC \$ \_\_\_\_\_ Adjusted EFC \$ \_\_\_\_\_ PJ date \_\_\_\_\_

PJ completed by Eric Anderson Method of communicating results \_\_\_\_\_

PJ notes \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail to Northwestern College  
 Financial Aid Office  
 101 7th St SW  
 Orange City, IA 51041

Email as attachment to [finaid@nwciova.edu](mailto:finaid@nwciova.edu)  
 (Please do not send tax documents via email)

Fax to 712-707-7165

**Explanation of income change:**