



Professional Judgment Request Form, 2025-2026

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 1/1/2023 until 12/31/2023

\$ _____ Actual gross income from 1/1/2024 until / /2024 (Enter date income changed)

\$ _____ Estimated gross income from / /2025 until 12/31/2025 (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

\$ _____ 2023 or 2024 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:

- 2023 and/or 2024 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:

- 2023 and/or 2024 IRS 1040 tax form, pages 1-2 and Schedules 1-3
- 2023 and/or 2024 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:

- 2023 and/or 2024 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 2024
- 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 SAI \$ _____ Adjusted SAI \$ _____ 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
 (Please do not send tax documents via email)

Fax to 712-707-7165

Explanation of income change: