INCOME ADJUSTMENT - PROFESSIONAL JUDGEMENT - REQUEST FORM 2025-2026 Award Year

An Income Adjustment is typically approved when a family has experienced a **severe reduction** in household income. Your family's income **must be significantly less than the prior year's income** in order for the OSFA to re-evaluate your eligibility for financial aid. Please complete and submit this form to the OSFA and **attach all 2023 and 2024 Federal Tax Return Transcripts or a signed copy(s) of your 2023 and 2024 Tax Returns:** submit student's [and spouse, if applicable] and parents' [if parent information was required to complete the 2025-2026 Free Application for Federal Student Aid (FAFSA).] After all of the information you submit has been reviewed, you will be notified of the decision by the OSFA via your UTEP email.

Please print clearly when completing this form. Do not leave any item blank.					
tudent's Nan	ne:		Student's UTEP ID#		
ome Addres	S:				
	Street address (Include apartment no.)	City	State	Zip Code	
ΓΕΡ email:_		Primary/Cell	Phone Number: ()		
xplanation	of Income Reduction (This section must be	completed by the	e student.)		
Indicate	the date the change in income occurred:				
	t the reason(s) for your family's change in inconts that verify the reduction in income such as				

Estimated Income information for 2025

For Office Use Only: Approved____

The following section requires you to provide your family's estimated 2025 income. You will need to provide the amounts for the ENTIRE YEAR; do not list hourly or monthly wage rates. Calculate what will be earned for the total 2025 year. Include all income received from January 1, 2025, until present and estimate the amounts to be received from now until December 31, 2025. Please attach all relevant documents indicating year-to-date income totals to this form such as the most recent paycheck stub.

DO NOT LEAVE THIS SECTION BLANK. LIST THE ANNUAL AMOUNT(S) YOU EXPECT TO RECEIVE IN 2025. IF NO INCOME IS EXPECTED TO BE RECEIVED, PLEASE EXPLAIN BELOW:

Type of Income: (Please List)	Parent(s)/Stepparent(s) Projected 2025 Income	Student (and Spouse, if applicable) Projected 2025 Income
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
otal Expected 2025 Income:	\$ /Tatal)	
PLANATION IF NO INCOME IS EXPE	CTED FOR 2025:	\$ (Total)
In addition to the student applicant must sign below. Failure to pro	cant, one parent and/or spouse, if applicaby vide the appropriate signatures will prevex transcripts/returns and supporting documents.	le, whose data has been included on th nt the processing of this form. mentation and submit this information
In addition to the student applimust sign below. Failure to pro Do not forget to attach all ta OSFA. If any items are missing or I certify that all of the informatio form change in the future, I/we a	thorization cant, one parent and/or spouse, if applicabyoide the appropriate signatures will preve	le, whose data has been included on the nt the processing of this form. Imentation and submit this information st cannot be processed. It correct. If any of the amounts used on the FA, in writing, in order to provide the
In addition to the student application and Figure 1. In addition to the student application and Figure 1. In addition to the student application and the sign below. Failure to proper to attach all the OSFA. If any items are missing or I certify that all of the information form change in the future, I/we a corrected information. Please be	cant, one parent and/or spouse, if applicabe vide the appropriate signatures will prevent the incomplete, your reduction in income requent reported on this worksheet is complete and accept the responsibility for contacting the OS	le, whose data has been included on the nt the processing of this form. Imentation and submit this information st cannot be processed. It correct. If any of the amounts used on the FA, in writing, in order to provide the

Date__

Not Approved___

Initials:_