



**UTEP  
FINANCIAL AID  
AND SCHOLARSHIPS**

500 W. University Avenue, Mike Loya Academic Services Building, Room  
#204 El Paso, Texas 79968 PH: (915) 747-5204; FAX: (915) 747-5631

**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.**

Student's Name: \_\_\_\_\_ Student's UTEP ID# \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street address (Include apartment no.) City State Zip Code

UTEP email: \_\_\_\_\_ Primary/Cell Phone Number: (\_\_\_\_\_) \_\_\_\_\_

**Explanation of Income Reduction (*This section must be completed by the student.*)**

1. Indicate the date the change in income occurred: \_\_\_\_\_

2. Please list the reason(s) for your family's change in income and explain your present financial situation. Attach any documents that verify the reduction in income such as a termination/layoff letter. Please print or type your remarks.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

**Estimated Income information for 2025**

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
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>Total Expected 2025 Income:</b>	\$ _____ <b>(Total)</b>	\$ _____ <b>(Total)</b>

**EXPLANATION IF NO INCOME IS EXPECTED FOR 2025:**

\_\_\_\_\_

\_\_\_\_\_

**C: Statement of Certification and Authorization**

- In addition to the student applicant, one parent and/or spouse, if applicable, whose data has been included on this form must sign below. Failure to provide the appropriate signatures will prevent the processing of this form.
- Do not forget to attach all tax transcripts/returns and supporting documentation and submit this information to the OSFA. If any items are missing or incomplete, your reduction in income request cannot be processed.

I certify that all of the information reported on this worksheet is complete and correct. If any of the amounts used on this form change in the future, I/we accept the responsibility for contacting the OSFA, in writing, in order to provide the corrected information. Please be advised that the approval or denial of this request will be sent to your UTEP email address within 7-10 working days.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature [or Spouse’s, if applicable]

\_\_\_\_\_  
Date

**(One parent whose income information is being submitted must sign here.)**

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

**For Office Use Only:** Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_ Initials: \_\_\_\_\_