2015-2016 Income Reduction or Unemployment Professional
Judgment Worksheet (Independent)

Student’s Name: ____________________________      ID#_________________

Unusual Circumstances:

• A student /spouse incurred a reduction in income in 2015, or expect a reduction in income in 2016.

• A student or spouse who earned money in 2014 or 2015 has been unemployed for at least 10 weeks in 2015.

(Please note that most adjustments will not be made until July 2015.)

Information Required:

Who incurred the income reduction?  (circle)  Student/Spouse

Student’s expected gross earnings in 2015:  $__________

Spouse’s expected gross earnings in 2015:  $__________

Documentation Required:  (You must provide ALL of the documentation listed below for your request to be complete.)

1) A personal statement describing your unusual circumstance

2) An official tax transcript for 2014 from the IRS for you, as well as your spouse

3) 2015-2016 Independent Verification Worksheet

4) If you or your spouse incurred a salary reduction at the current job or lost a source of income from employment (second job, unpaid leave from a current job for medical reasons, etc.), include a letter from you or your spouse’s employer confirming everything below that pertains to your situation:

   [ ] reason for salary reduction
   [ ] current yearly salary
   [ ] year-to-date income, most recent pay stub
   [ ] expected 2015 earnings, and
   [ ] date(s) of reduction in salary and amount of reduction in salary

5) If a one-time income disbursement was, or will be received, provide a letter from you or your spouse’s employer confirming the following:

   [ ] the nature of the disbursement (bonus, stock option, overtime, moving expenses, severance pay, etc.)
   [ ] the fact that it is a one-time-only or non-recurring disbursement
   [ ] the amount and date of the disbursement
6) A letter from you or your spouse’s employer or termination notice confirming all of the following:
   [ ] the last date of employment
   [ ] year-to-date income
   [ ] dates and total amount of severance benefits received (if applicable)

7) If unemployment compensation is received in 2015, or has been received in the past, include:
   [ ] statement from unemployment office stating dates and total amount of compensation to be received
   [ ] copy of recent unemployment pay stub

8) If you or your spouse has found new employment at a different position, please include:
   [ ] a letter from employer indicating the beginning date of the new position and salary
   [ ] documentation of year-to-date earnings (most recent pay stub)

By signing this form, you certify that the information reported on this form is true and accurate to the best of your knowledge. The Office of Student Financial Aid reserves the right to request supporting documentation and to revise awards if necessary.

Student’s Signature: ___________________________ Date: _____________
Spouse’s Signature: ___________________________ Date: _____________