

## 2024-2025 Financial Aid Modification Request

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
YoteMail

The federal laws governing financial aid allow Financial Aid Administrators to reevaluate financial need in cases of documented special circumstances not considered by the Free Application for Federal Student Aid (FAFSA). These are reviewed on a case-by-case basis.

**Complete the following steps:**

- Write a detailed letter of explanation outlining your unusual circumstances, sign the letter, and submit it with this form.
- Submit non-returnable copies of the required documentation for each item you checked below. Place the student's name and College of Idaho ID Number on top of each document. All supporting letters must be signed by the author and on letterhead (if applicable).
- Ensure a 2024-2025 FAFSA has been submitted at [studentaid.gov](http://studentaid.gov) with the College of Idaho school code (001617).

**Reason for Request:**

Check the reason(s) and submit the required supporting documentation.

**Loss of income or change in income:**

Select income year to be used in Professional Judgment:     2023 (Actual)     2024 (Estimated)

Select individual who experienced a loss of income:     Parent     Student     Student's Spouse

- Submit proof of year-to-date income and/or year-to-date expected income
- For a loss of income, include documentation that provides the reason for and date of income loss
- Include most recent paystub(s) and letter from employer(s)

**Death of a parent or spouse:**

- Submit a copy of the death certificate or obituary
- Submit surviving parent's or student's expected current-year income

**Reason for Request (continued):**

**Divorce or separation:**

**Select individual Divorcing or Separating:**     **Parent**     **Student**

- Submit a copy of the divorce decree or a letter of separation
- Independent students should include 2023 IRS Tax Return Transcript and W-2 form(s)
- Dependent students should include 2023 IRS Tax Return Transcript and W-2 form(s) for both parents

**Medical and dental expenses paid – not covered by insurance:**

- Submit proof of actual medical and dental **payments made** in 2022 or 2023 not reimbursed by insurance

**Other extenuating circumstances:** \_\_\_\_\_

- Submit complete documentation to support your reason(s) for requesting consideration.
- We will **NOT** consider consumer debt (e.g., auto loans, credit card payments, and mortgage) as a reason for professional judgment adjustments

Allow 2-4 weeks for processing. You will receive a notification of the outcome via your YoteMail. **Please note all decisions are final.** Additional documentation may be requested to support your situation. Any request submitted without documentation will be delayed.

Students selected for verification **MUST** complete that process before their Professional Judgment Request will be reviewed. Check Self-Service for required verification documents.

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Student's Signature (Digital signatures not accepted) Date

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Parent's Signature (for Dependent students) (Digital signatures not accepted) Date

**Submit Completed Packet:**

**Mail/Drop off:** Financial Aid Office  
Hendren Hall  
2112 Cleveland Blvd  
Caldwell, ID 83605

**Email:** [finaid@collegeofidaho.edu](mailto:finaid@collegeofidaho.edu)

**Fax:** (208) 459-5844