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Request of Special Circumstances, also known as a Professional Judgment Instructions

Your financial aid eligibility is a calculation that is based on the information you provided on the Free Application for Federal Student Aid (FAFSA). For the 2025-2026 academic year, the FAFSA will require you to use financial information from the 2023 tax year.

The Financial Aid office understands that some families have changes in income and/or family situations that cannot be reflected on your FAFSA. Therefore, federal regulations allow financial aid administrators to make adjustments with certain elements on the FAFSA. Professional judgments are completed on a case-by-case bases with adequate documentation. Students must request an appeal for a professional judgment by emailing the Financial Aid Office at Finaid@ntinow.edu. Deadline to request an appeal must be 60 days from your program start date.

Circumstances may include, but are not limited to:

- Loss or change of employment
- Loss or change in amount of child support, Social Security, or other benefits
- Divorce or separation of parents or spouse
- Death of parent(s) or spouse
- High medical expenses
- One-time taxable income, (e.g. withdraw from a retirement account, worker's compensation payment, or a selling of a home, etc.)
- Retirement

Circumstances that are not considered as extenuating include, but are not limited to:

- Normal living expenses (e.g. food, insurance payments, utilities, creditcard payments, etc.
- Mortgage/Rent payments
- Vehicle payments
- Credit card or other personal debts

Upon the completion of your special circumstance you will be notified via email the outcome of your professional judgment. There is no guarantee that completing a professional judgment will change your financial aid eligibility.

NOTE: The use of professional judgment is neither limited to nor required in the situations mentioned above. In addition, NTI will complete verification before exercising a professional judgment for students who have been selected for verification.