

# KANSAS STATE UNIVERSITY

2015-2016  
Professional Judgment Appeal Form

Please complete and submit this form to:

**Office of Student Financial Assistance**

104 Fairchild Hall  
Manhattan, KS 66506-1104  
Office 785-532-6420 | Toll free 877-817-2287 | Fax 785-532-7628  
Website [ksu.edu/sfa](http://ksu.edu/sfa) | Email [finaid@ksu.edu](mailto:finaid@ksu.edu)

Student's Name (Last, First, MI)

Wildcat Identification Number

Student's K-State Email Address

Student's Phone Number

The Higher Education Act allows student financial aid administrators to address unusual circumstances utilizing professional judgment. Often the professional judgment process will allow the K-State Office of Student Financial Assistance (OSFA) to offer additional and/or more desirable forms of student financial aid by modifying FAFSA data and/or adjusting a student's cost of attendance. While we welcome the opportunity to review a family's unique situation, we cannot guarantee that each review will produce a specific, desired outcome.

**You must complete the following steps:**

- 1 Write a detailed letter of appeal explaining your special circumstance and submit it with this form.
- 2 Place a check mark beside any situation that may apply as listed below.
- 3 Submit the required documentation listed for each item you checked. Write your name and Wildcat ID number on the top of every page submitted.

**Additional documentation may be requested** upon review of your professional judgment appeal form, including the completion of the verification process. Requests for additional documentation will be displayed on your "To Do List" within the Student Center in iSIS. <https://isis.k-state.edu>

**Check the boxes that apply and submit the corresponding documentation.**

- Loss of income for student and/or spouse
  - Complete the **2015-2016 Student Estimated Income Form** found at [ksu.edu/sfa/forms/pjsei.pdf](http://ksu.edu/sfa/forms/pjsei.pdf)
  - A copy of your **2014 IRS Tax Return Transcript**
- Loss of income for parent(s)
  - Complete the **2015-2016 Parent Estimated Income Form** found at [ksu.edu/sfa/forms/pjpei.pdf](http://ksu.edu/sfa/forms/pjpei.pdf)
  - A copy of your parent's **2014 IRS Tax Return Transcript**
- Major medical expenses not covered by insurance, already paid out-of-pocket
  - A copy of **Schedule A** if you included medical expenses in your itemized deductions.  
Otherwise, submit the **2015-2016 Medical Expense Form** found at [ksu.edu/sfa/forms/pjme.pdf](http://ksu.edu/sfa/forms/pjme.pdf)
- Business or farm debt
  - A copy of **Schedule C** for business OR a copy of **Schedule F** for farm
  - A letter from your bank indicating the total amount of principal paid during 2014. The letter should verify the principal is not being paid by a rotating operating loan.
- Educational loan repayment
  - Date when repayment of educational loan began: \_\_\_\_\_
  - A copy of a current statement or payment coupon for each loan, showing a monthly payment amount
- Tuition payments made for elementary/secondary school costs for younger siblings
  - A letter from the private school showing tuition payments for the current 2015-2016 academic year
    - Statements from the schools should not include payments considered as tithe

**Continue on back.**

