

KANSAS STATE UNIVERSITY | 2014-2015
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 k-state.edu/sfa | Email finaid@k-state.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 K-State's Office of Student Financial Assistance 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:

- ❶ Write a detailed letter of appeal explaining your special circumstance and submit it with this form.
- ❷ Place a check mark beside any situation that may apply as listed below.
- ❸ 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.ksu.edu>

Check the boxes that apply and submit the corresponding documentation.

- Loss of income for student and/or spouse
 - Complete the **2014-2015 Student Estimated Income Form** found at k-state.edu/sfa/forms/pjsei1.pdf
 - A copy of your **2013 IRS Tax Return Transcript**
- Loss of income for parent(s)
 - Complete the **2014-2015 Parent Estimated Income Form** found at k-state.edu/sfa/forms/pjpei1.pdf
 - A copy of your parent's **2013 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 **2014-2015 Medical Expense Form** found at k-state.edu/sfa/forms/pjme1.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 2013. 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 academic year
 - Statements from the schools should not include payments considered as tithe

Continue on back.

- Child support received that has decreased or ended
- Legal documentation or notarized statement indicating the amount and date of the change
 - List each child in your household for whom you received and/or will continue to receive child support in 2014

Full Name of Child	Age of Child	Child Support Received in 2014 (anticipated/actual)
<i>(Example) Terry Jones</i>	<i>14 years</i>	<i>\$6,000</i>

- Parent attending college at least half-time in a degree-seeking program
- A letter from your parent's Registrar Office verifying your parent's degree, the beginning and ending dates of your parent's program, and your parent's enrollment status.
 - Your parent must be enrolled at least half-time during Fall 2014, Spring 2015, or Summer 2015.
 - A copy of your parent's course schedule will not be accepted as documentation.
- Lump sum distribution or non-recurring income that inflates adjusted gross income
- A copy of **IRS Form 1099-R**, if applicable
 - An itemized statement detailing how the non-recurring income was spent
 - A copy of the individual's **2013 IRS Tax Return Transcript** indicating the lump sum distribution
- Bankruptcy (except Chapter 7 and 11)
- A copy of the court document which prohibits a parent from incurring any new debt
 - A copy of the court document which indicates the required monthly payment amount and how long payments will continue

Instructions to obtain a 2013 IRS Tax Return Transcript are found at k-state.edu/sfa/forms/irstrt1.pdf

Certification Statement

The information contained in this appeal and any supporting documents is true and complete to the best of my knowledge. I understand that submittal of this appeal form does not guarantee a change in my financial aid eligibility.

 Signature of Student (required)

Date

Digital signatures are not accepted.

 Signature of Parent on FAFSA (required)

Date

Digital signatures are not accepted.