

**Submit securely online:**  
ksu.edu/sfa/upload

**Deliver in person:**  
119 Anderson Hall | 919 Mid-Campus Drive North  
Manhattan, Kansas 66506-0107

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 special circumstances utilizing professional judgment. The professional judgment process may allow the K-State Office of Student Financial Assistance (OSFA) to offer additional 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 signed and dated, 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 the student's 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 KSIS. <https://ksis.k-state.edu>

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

- Loss of income for student and/or spouse
  - Complete the **2024-2025 Student Estimated Income Form** found at [ksu.edu/sfa/manage/forms/pjsei1.pdf](https://ksu.edu/sfa/manage/forms/pjsei1.pdf) and submit required documentation.
  - A copy of your **2022 IRS Tax Return Transcript or 2022 1040 Federal Tax Return**
- Loss of income for parent(s)
  - Complete the **2024-2025 Parent Estimated Income Form** found at [ksu.edu/sfa/manage/forms/pjpei1.pdf](https://ksu.edu/sfa/manage/forms/pjpei1.pdf) and submit required documentation.
  - A copy of your parent's **2022 IRS Tax Return Transcript or 2022 1040 Federal Tax Return**
- 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 **2024-2025 Medical Expense Form** found at [ksu.edu/sfa/manage/forms/pjme1.pdf](https://ksu.edu/sfa/manage/forms/pjme1.pdf)
- Business or farm debt
  - A copy of **Schedule C** (business) OR a copy of **Schedule F** (farm) from your 2022 federal tax return.
  - A letter from your bank indicating the total amount of principal paid during 2022. 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 2024 - 2025 academic year
    - Statements from the schools should not include payments considered as a tithe

**Continue on back.**

