KANSAS STATE UNIVERSITY | Office of Student Financial Assistance

2024-2025 Professional Judgment Appeal Form

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** and submit required documentation.
- A copy of you**r 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** 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**

☐ 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.

Student's Wildcat Identification Number

☐ 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 2023
- List any continued child support for younger siblings

Full Name of Child	Age of Child	Child Support Received in 2024 anticipated/actual
(Example) Terry Jones	*14 years*	*$6,000*

☐ Lump sum distribution or non-recurring income that inflates adjusted gross income

- A copy of **2022 IRS Form 1099-R**, if applicable
- An itemized statement detailing how the non-recurring income was spent
- A copy of the individual's **2022 IRS Tax Return Transcript or 2022 1040 Federal Tax Return** indicating the lump sum distribution

☐ Bankruptcy (**only Chapter 13**)

- 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 2022 IRS Tax Return Transcript are found at www.k-state.edu/sfa/manage/verification/irstrt.html

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.