

2007-2008 Professional Judgment Appeal Form



Complete and return this form to: Office of Student Financial Assistance 785-532-6420
104 Fairchild Hall Fax: 785-532-7628
Manhattan, KS 66506-1104 877-817-2287 (toll free)

The Office of Student Financial Assistance at Kansas State University recognizes that families may experience a change in their financial situation after the Free Application for Federal Student Aid (FAFSA) has been filed. Through the use of professional judgment, a financial aid administrator may be able to make adjustments to your FAFSA which could result in a recalculation of your eligibility. **Note: If you fax this form, please fax both sides.**

Student Information

_____ Last name	_____ First name	_____ Middle Initial	_____ Social Security Number
_____ Address			_____ E-mail address
_____ City	_____ State	_____ ZIP code	_____ Phone Number

Processing Steps

1. Please read the entire form (front and back) prior to completion.
2. Submit the required documentation listed below.
3. Review the reverse side of this form and place a check mark beside all situations that may apply.
Submit required documentation for each situation that has been checked. Additional information may be requested.
4. Once the Professional Judgment Appeal Form has been reviewed, you will be notified of the result.

Required Documentation

To make adjustments to your financial aid information, the following must be submitted:

- Professional Judgment Appeal Form**—Submit this document with all appropriate signatures
- Appeal Letter**—Provide a letter of appeal detailing your situation
- Verification Form**—Submit a signed, completed copy of the appropriate verification form, which can be obtained from our website at www.k-state.edu/sfa/forms.
- 2006 U.S. Income Tax Return**—Submit a signed copy of the appropriate U.S. Income Tax Returns including schedules A, C, or F (if filed) along with all W-2 forms.
Dependent Students: submit the tax documents listed above for you and your parent(s)/step-parent
Independent Students: submit the tax documents listed above for you and your spouse (if married)
Note: If you have already provided verification documents, you do not need to re-submit them.
- Documentation for each situation selected on the reverse side**—Submit the bulleted items that are listed under each situation that has been checked

Please include student's name and social security number at the top/right corner of each page submitted.

OVER

Select all that apply.
Submit the bulleted items listed under each situation that has been checked.

- Decrease in student/spouse income**
 - **Must include estimated gross income of person experiencing loss/reduction of income from June 1, 2007 to May 31, 2008.** Student \$ _____ Spouse \$ _____
 - copies of most recent pay stubs
 - termination notice from employer on letterhead with last date of employment
 - letter of resignation
 - documentation of income from other sources, such as unemployment compensation

- Decrease in parent(s) income**
 - **Must include estimated gross income of person experiencing loss/reduction of income from January 1, 2007 to December 31, 2007.** Father \$ _____ Mother \$ _____
 - copies of most recent pay stubs
 - termination notice from employer on letterhead with last date of employment
 - letter of resignation
 - documentation of income from other sources, such as unemployment compensation

- Unusual major medical expenses not covered by insurance, already paid out-of-pocket**
 - copy of Schedule A if you itemized your deductions on your federal income tax return
 - statements from the doctor, hospital, pharmacy, etc. showing personal payments made
 - do not submit credit card bills or insurance statements

- Business or Farm Debt**
 - copy of Schedule C for business or a copy of Schedule F for farm
 - letter from bank indicating the total amount of principal paid during 2006. Letter should verify the principal is not being paid by a rotating operating loan.

- Educational loan repayment**
 - **Repayment of the educational loan began on:** _____
 - copy of current statement or payment coupon for each loan, showing monthly payment amount

- Child support or Social Security benefits that have decreased or ended**
 - legal documentation or notarized statement indicating the amount and date of change

- Parent in college at least half-time in a degree-seeking program**
 - letter from parent's Registrar or Admission Office verifying parent's degree and enrollment status
 - include in the appeal letter the beginning and ending dates of parent's program

- Lump sum distribution/non-recurring income inflates Adjusted Gross Income**
 - Itemized statement of how that income was spent
 - copy of 1099-R (if available)

- Tuition payments made for elementary/secondary school costs for younger siblings**
 - Letter from school showing tuition payments for the current academic year

Certification of Understanding: The information I submit in support of this appeal is true and complete to the best of my knowledge. I agree to give proof of all appeal information as indicated above. I understand that approval of this request does not assure approval of a similar future request and that any financial assistance offered is limited by the availability of funds in any given year. **I understand that the information provided in past appeals may be reviewed for accuracy and this can impact the outcome of this appeal. Further, the accuracy of the information I submit in this appeal can affect the outcome of any future appeals I may submit.**

Student Signature	Date	Spouse Signature	Date
Parent Signature	Date		