

2011-2012 Professional Judgment Appeal Form

Office of Student Financial Assistance

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Kansas State University®

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.

Student Information

_____ Last Name	_____ First Name	_____ Middle Initial	_____ Wildcat Identification Number
_____ Address			_____ E-mail Address
_____ City	_____ State	_____ ZIP Code	_____ Phone Number

To Ensure Consideration of Your Request

1. Please read the entire form (front and back) prior to completion.
2. Submit the required documentation listed below.
 - Professional Judgment Appeal Form**—Submit this document with all appropriate signatures.
Note: If you fax this form, please fax both sides.
 - 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 Web site at <http://www.k-state.edu/sfa/forms>.
Note: If you have already provided verification documents, you do not need to re-submit them.
 - 2010 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)
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.
Please include student's name and Wildcat ID at the top, right corner of each page submitted.
4. Once the Professional Judgment Appeal Form has been reviewed, additional information may be requested.

Certification Statement: 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

Parent Signature

Date

OVER

Select the boxes that apply and submit all bulleted items below each box checked.

Decrease in student/spouse income

Must include an estimate of gross income from work between June 1, 2011 and May 31, 2012.

(Report only the person experiencing the decrease). Student \$ _____ Spouse \$ _____

- documentation of income from other sources, such as unemployment compensation
- copies of most recent pay stubs
- termination notice from employer on letterhead with last date of employment
- letter of resignation

Decrease in parent(s) income

Must include an estimate of gross income from work between January 1, 2011 and December 31, 2011.

(Report only the person experiencing the decrease). Father \$ _____ Mother \$ _____

- documentation of income from other sources, such as unemployment compensation
- copies of most recent pay stubs
- termination notice from employer on letterhead with last date of employment
- letter of resignation

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 as this does not demonstrate payments made

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 2010. 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

Bankruptcy (except Chapter 7 and 11)

- Copy of court document indicating the amount of required monthly payment and how long payments will continue
- Copy of section in court document prohibiting parent from incurring any new debt