

**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 unusual 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 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 **2022-2023 Student Estimated Income Form** found at [ksu.edu/sfa/manage/forms/pjsei.pdf](https://ksu.edu/sfa/manage/forms/pjsei.pdf)
  - A copy of your **2020 IRS Tax Return Transcript**
- Loss of income for parent(s)
  - Complete the **2022-2023 Parent Estimated Income Form** found at [ksu.edu/sfa/manage/forms/pjpei.pdf](https://ksu.edu/sfa/manage/forms/pjpei.pdf)
  - A copy of your parent's **2020 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 **2022-2023 Medical Expense Form** found at [ksu.edu/sfa/manage/forms/pjme.pdf](https://ksu.edu/sfa/manage/forms/pjme.pdf)
- Business or farm debt
  - A copy of **Schedule C** (business) OR a copy of **Schedule F** (farm) from your 2020 federal tax return.
  - A letter from your bank indicating the total amount of principal paid during 2020. 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 2022 - 2023 academic year
    - Statements from the schools should not include payments considered as a 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 2022
  - List any continued child support for younger siblings

Full Name of Child	Age of Child	Child Support Received in 2022 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 2022, Spring 2023, or Summer 2023.
    - 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 **2020 IRS Form 1099-R**, if applicable
  - An itemized statement detailing how the non-recurring income was spent
  - A copy of the individual's **2020 IRS Tax Return Transcript** 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 2020 IRS Tax Return Transcript are found at [www.k-state.edu/sfa/manage/verification/irstrt.html](http://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.**