2009–2010 Professional Judgment Appeal Form

Office of Student Financial Assistance
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K·STATE 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 re-calculation 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 assistance 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 Web site at *www.k-state.edu/sfa/forms*.
- ❑ **2008 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 ☞

_____
Student's Social Security Number

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, 2009 to May 31, 2010.** **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, 2009 to December 31, 2009.** **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 2008. 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 that has 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