

2019-20 Dependency Override Request

A dependency override may be granted on a case-by-case basis for students with unusual and/or exceptional circumstances where parent information is unavailable to be submitted with the Free Application for Federal Student Aid (FAFSA) when it would normally be required. These circumstances must present reason for a student to be considered independent for financial aid purposes.

What situations could warrant a Dependency Override?

Examples include:

- Documented abandonment
- Physical or emotional abuse
- Severe estrangement from parents

What situations would not warrant a Dependency Override?

Examples include:

- Parents refuse to provide information on the FAFSA application or for verification
- Parents do not claim student as dependent for income tax purposes
- Parents unwilling or unable to contribute to student's education
- Student demonstrates self-sufficiency
- Student reluctant to request the income information from parents
- Student does not wish to communicate with parents

In order for your request for a Dependency Override to be considered, you must complete this form and provide the following documentation:

1. A personal letter of appeal explaining the reason for your request for a dependency override. The letter should provide as much detail as possible describing your separation from both your mother and father.
2. Letters from two individuals who can attest to your situation. Their letters should provide as much detail as possible describing the student's separation from your parents.
 - The first letter should be from a professional individual — counselor, social worker, clergy, police, etc.
 - The second letter can be from either a professional or nonprofessional individual.
 - Each letter must include the individual's name, title or position, and address.
 - The individuals cannot be related to each other AND must reside at separate addresses.
3. If selected for financial aid verification, you will be required to submit additional documentation, which may include:
 - Copy of tax return transcript or FAFSA submitted with Data Retrieval Tool.
 - Verification Worksheet(s)
 - Any additional documentation

What are my next steps?

1. If you haven't already completed and submitted the 2019-2020 FAFSA, do so as soon as possible. The FAFSA can be completed at www.fafsa.gov. If you do not have parent information available, skip the parent sections and submit with as much information as possible.
2. Begin completing this form and asking those trusted individuals outlined above for letters. This process often takes the longest, so you'll want to ensure you provide these individuals with adequate time to complete the letter.
3. Submit everything you have for this Dependency Override to the Student Service Center. Your information will be reviewed, and you will be notified of any next steps.

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Student ID #	
Name	
Email Address	
Telephone #	
Street Address	
City, State, Zip	

Complete the expense and income tables below. If you do not have what the table is asking, please enter 0 rather than leaving the item blank. Once this form is complete, attach the required documents as outlined on page one and submit all information to the Student Financial Services.

MONTHLY EXPENSES

Type of Expenses	Monthly Costs	Who Pays or Provides It
Housing	\$	
Utilities	\$	
Food	\$	
Clothing	\$	
Tuition, books, and supplies	\$	
Transportation <i>What type? (Car, bus, bike, car insurance, etc.)</i>	\$	
Medical <i>What type? (Prescriptions, office visits, health insurance, etc.)</i>	\$	
Miscellaneous	\$	

MONTHLY INCOME

Type of Income	Monthly Amount	Source
Work	\$	
Untaxed Benefits <i>What type? (Workers' Compensation, welfare, Social Security, etc.)</i>	\$	
Other <i>What type?</i>	\$	

I certify the information on this form is true and complete to the best of my knowledge. I understand that purposely giving false or misleading information may result in fines, penalties, and/or reduction or immediate repayment of aid. I understand that the information provided on this form may affect my financial aid eligibility/award.

Student Signature: _____ Date: _____

Note: Unsigned documents will be returned. This form must be signed with a physical signature. Typed names or electronic signatures are not acceptable.