

2014-2015

Professional Judgment Request- Dependency Override

Dependency overrides focus on truly exceptional circumstances. Consideration is given on a case-by-case basis, and in extraordinary and documented cases, the financial aid office has the authority to use professional judgment to override a student's dependency status in order to make a student independent for the purpose of applying for financial aid.

NOTE: We cannot approve requests for students whose sole reason for the request is because their parents are unwilling to provide parental information, or for students who have chosen to live on their own.

Examples of unusual circumstances include:

- A student's voluntary or involuntary removal from their parents' home due to an extreme situation that threatened the student's health and/or safety and, due to these conditions, parent support was terminated.
- Incapacity of parent(s) such as incarceration, mental or physical illness or the inability of the applicant to locate the parent(s).
- Other extenuating circumstances that can be sufficiently documented.

Those circumstances that DO NOT qualify would be:

- Parents' unwillingness or inability to contribute to the student's education.
- Parents' unwillingness to provide information on the application or for verification.
- Parents not claiming the student as a dependent for income tax purposes.
- Student can demonstrate total self-sufficiency.

Please note

- If your appeal is complete or submitted without the necessary documentation, processing of your appeal will be delayed until the additional information is obtained.
- Submission of an appeal does not guarantee your request will be approved.
- If approved, the dependency override is valid for only one academic year. Approval in one year does not guarantee approval in following years. Your status must be reassessed each academic year.
- You will be notified regarding the outcome of your dependency override request.
 - A. If your appeal is accepted, the override will be submitted to the Department of Education, and you will receive a Student Aid Report (SAR) reflecting your independent status. An award letter will then be processed and mailed to you.
 - B. If your appeal is not accepted, the Financial Aid Director will notify you.

INSTRUCTIONS: Complete ALL five required information on this form.

1. Attach a typed (or neatly hand-written), signed statement that explains in detail the extreme, unique and/or unusual family circumstances that prevent you from obtaining and providing your parents' information for your financial aid application.
2. Attach court or other official documentation of your status (e.g., guardianship, HHS documentation).
3. Attach a signed statement from your guardian (if applicable) detailing your circumstances.
4. Attach a signed statement from a third party who is knowledgeable of your family situation and can verify the reason you are unable to provide your parent's information. This third party should be someone unrelated to you and should be on letterhead. Appropriate third-party statements are from clergy, school counselors, teachers or similar professions. **The third-party letter must include:** how long the third-party has known the student, the third-party's relationship to the student, when was the last time the student lived with and/or received financial support from his/her parents, and any knowledge of his/her relationships with the parents.
5. Fill out the back of this form completely.

Name: _____ ID#: _____
Phone#: (_____) _____ E-mail: _____
Street Address: _____
City, State, Zip: _____
How long have you lived at this address? _____ Years _____ Months

Mother's Name: _____ Father's Name: _____
Address: _____ Address: _____
City, State, Zip: _____ City, State, Zip: _____
Parent(s) deceased (please provide documentation): Mother Father
What are your present living arrangements? (with whom do you live and since what date)

When did you last live with your parent(s)? _____
When did your parent(s) last provide you any monetary support? _____
When did you last have contact with your parent(s)? _____
How often do you have contact with your parent(s)? _____
How do you support yourself and pay your living expenses? (Attach 2013 taxes if you filed and W-2s for all employers.
Also attach documentation of all 2014 income to date): _____

Medical insurance: Under parent(s) I have my own None
Car insurance: Under parent(s) I have my own None

Do you own your own vehicle?
 Yes (attach a copy of your title, registration, and loan)
 No (attach an explanation of your transportation arrangements)

Are the utilities (i.e. gas, electric, cable) in your name? Yes No (attach explanation)

Cash support from people other than the student's parent(s) should be included as unreported income (includes amounts paid by others for bills in the student's name).

Monthly amount of cash support: \$ _____

In-kind support is support other than money (i.e. friends or relatives giving the student food or allowing them to live with them rent free).

Monthly amount of in-kind support: \$ _____

STUDENT CERTIFICATION:

I certify that the information provided on this form is true and correct. I also understand that it will be used to override federal regulations regarding my dependency status.

I fully understand that to falsify any information on this form in order to receive Federal Title IV funds is a federal offense and can be punishable by a fine, imprisonment, or both.

I understand that if my situation changes in any way, if I move back with my parents or receive any kind of support from them, that I must report this information to the Financial Aid Office.

I understand that by signing this form, I authorize the Financial Aid Office to contact my third-party reference and verify any information supplied on this form.

Student Signature: _____ Date: ____/____/____

Office use only: Date received _____ Staff Initials _____