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OFFICE OF FINANCIAL AID
DEPENDENCY OVERRIDE/INDEPENDENCY APPEAL

**Instructions for completing a Dependency Override/Independence Appeal for the 2017-2018
Award Year**

Federal rules and regulations are specific in their definition of a dependent student; however, the regulations allow Financial Aid Administrators to exercise professional judgment to make a student independent for federal financial aid purposes if sufficient documentation is presented to make this determination.

STUDENT INSTRUCTIONS:

1. Complete the attached Dependency Override/Independence Appeal.
 2. Secure written documentation from other appropriate persons or agencies confirming the specifics as identified in the appeal.
 - A. Documentation must either be on official letterhead or notarized.
 - B. Letters detailing the history of the student/parent relationship should be provided by:
 1. An adult relative (24 years or older); specify relationship to you; **and**
 2. An adult professional, such as a high school counselor, physician, minister, attorney, social agency employee, etc. who has knowledge of the student/parent relationship.
 3. Attach documentation showing your resources for 2016 (e.g. signed 2016 IRS Tax Transcript, 2016 IRS Wage & Earnings statement or other proof of resources).
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WHAT DOES NOT CONSTITUTE EXTENUATING CIRCUMSTANCES?

1. A parent refusing to provide data
 2. A student who does not want to ask parents for information
 3. A student who is and has been "on their own" for several years
 4. A student who does not communicate with parents
 5. A student who is divorced at the time of filing and does not meet one of the current definitions for 2017-2018.
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REVIEW OF EXTENUATING CIRCUMSTANCES

On a case-by-case basis, the Office of Student Financial Services will exercise professional judgment in determining if unusual circumstances exist and if adequate documentation has been provided. The student will be notified within 10 business days.

**Retain this instruction sheet for your records. You need to only turn in the attached
Dependency Override/Independence Appeal Form along with required documentation.
Please keep copies of your documents. The office cannot return documents or provide copies
at a later date.**

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