The Dependency status of a student may be changed from Dependent to Independent based on extraordinary circumstance surrounding parental support. To ensure the student is eligible for this type of review none of the circumstances single or combined below would warrant a change to the student’s dependency status identified as a Dependency Override:

A. Parent’s refusal to contribute to a student’s education.
B. Parent unwilling to provide the information on the FAFSA or for Verification.
C. Parent does not claim student as a dependent on taxes for Income Tax purposes.
D. Student demonstrates total self-sufficiency.

If the statements above do not pertain to the student and extraordinary circumstance exists the student should submit the information below and the financial aid administrator can review the student to change their dependency status. Examples of extraordinary circumstance are as follows: incarceration of a custodial parent, abandonment, abuse, or death of both parents. These circumstances must be reviewed for every academic year.

Students who wish to apply for a Dependency Override must complete the following steps and submit documentation to the Financial Aid Office:

1. The student must complete the Free Application for Federal Student Aid (FAFSA), leaving parent information blank and answer NO to all student dependency questions. This will cause the FAFSA to be rejected. Do no answer any questions regarding your parent(s).

2. Submit a letter of explanation concerning the whereabouts of both parents. The letter must include:
   - The student’s relationship with their biological and/or legally adoptive parents.
   - Specific dates of events that caused your separation from your parents.
   - Where you have lived since separating from your parents.
   - Specific financial information detailing how you have supported yourself while living apart from your parents.

3. One signed and dated letter from a professional (on letterhead) documenting their first-hand knowledge of your extraordinary circumstances. The Financial Aid Office may contact this reference for additional information or clarification of your situation. Professionals include:
   - Clergy
   - Counselors
   - Social workers
   - Police
   - Physicians

4. One signed letter from a family member that can explain student’s circumstances. Letters should be detailed and refer to actual events and should reflect the writer’s direct knowledge of the student’s situation with parent(s).

5. The student should submit any Death Certificates, court documents, police reports, and social worker reports that may support the student’s circumstances.

Student Signature: ________________________________ Date __________________________