



2023-24 Special Circumstance Request for Independent Status

Student Name: _____

Student ID: _____

Tech E-Mail: _____

Phone: _____

Please indicate which semester this request is for attendance beginning:

Fall

Spring

The Higher Education Act of 1992 clearly states which students shall be considered independent of parental support for educational costs. These rules are explained in the [Free Application for Federal Student Aid \(FAFSA\)](#). If you do not qualify under those rules, Financial Aid Administrators are given the authority to conduct dependency overrides in exceptional circumstances.

The following are situations that would not be considered a special circumstance:

- Your parents do not want to provide their information on your FAFSA; or
- Your parents refuse to contribute to your college expenses; or
- Your parents do not claim you as a dependent on their income taxes; or
- You do not live with your parents

If one of these four situations exists, it is not sufficient for an appeal and you are not an independent student. You *should* include parental information on your FAFSA. The website to submit your parent information is <http://fafsa.ed.gov>. Please contact financial aid for a Verification of Parental Non-Support form and directions.

REASON FOR APPEAL: The Financial Aid Office is required to consider parent information and expect a parental contribution for students who are not independent according to FAFSA definition **unless exceptions are made. Exceptions are made only when adequate documentation of extenuating family circumstances exist.** Extenuating circumstances are generally defined by the student's inability to have contact with the parents.

Some examples are:

- An abusive home situation, which is detrimental to your physical or mental well-being
- Abandonment by both parents
- History of neglect due to parental alcohol or drug abuse
- Incarceration of the custodial parent
- You have extenuating circumstances not described above which prevent you from having contact with your parents to obtain parental information for FAFSA filing

- O V E R -

Instructions for requesting an Appeal of Special Circumstance for Independent Status:

If you cannot provide parental information due to some unusual reason, you may appeal to waive the federal regulations requiring parental information by following the directions below:

- Your typed letter of appeal that explains your situation should address the issues below:
 - Identify the location of each of your parents.
 - Describe the last time you had contact with each parent –when, where, and the nature of the contact.
 - Explain why you cannot obtain parental information.
 - Describe when and how you have been self-supporting or supported by someone other than your parents:
 - When did you or someone other than your parents start meeting your expenses without parental support?
 - How have you (or someone other than your parents) provided for yourself?
- Supporting letters should:
 - Provide signed statements with contact information including their phone number and address from two adults familiar with your situation who can corroborate the facts you present.
 - Examples of such persons would include clergy, social workers or other social services personnel, court officials (or copies of court documents), teachers, high school counselors, or police officers.
 - **At least one statement should be from someone who is not a relative or friend.**

Required documents to be submitted for your appeal:

- A completed *Special Circumstance Request for Independent Status* form (this form).
- Typed letter of explanation that describes your situation (attached).
- Typed letters of support (attached) including contact information:

○ Letter #1:

Name of individual: _____
Job title or relationship: _____

○ Letter #2:

Name of individual: _____
Job title or relationship: _____

By signing this form, I affirm that all information on this form and on any attachments is complete and accurate to the best of my knowledge. If requested, I agree to provide documentation to support the information I have provided on this form. I understand that any false statements or misrepresentation may be cause for denial, reduction, withdrawal, and/or repayment of financial aid and I may be subject to a fine, imprisonment or both, under provisions of the United States Criminal Code.

Student Signature (Required)

Date

Parent Signature (Required only if student is dependent)

Date