

**2020-2021 Dependency Override Form**

Student Name \_\_\_\_\_

Student ID \_\_\_\_\_

**Instructions – Please use ink to complete this form.**

**First time applicants:** Ensure that Sections 1, 2, 4 and 5 are complete and that all of the required supporting documentation is attached prior to submitting.

**Renewal applicants:** Ensure that Sections 1, 2, 3 and 5 are complete.

**1. Verify your tax exemption status**

a) Did anyone claim you as a dependent exemption on their 2018 Federal income tax return? (Check one)

No

Yes, Person's Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

b) Did anyone claim you as a dependent exemption on their 2017 Federal income tax return? (Check one)

No

Yes, Person's Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

**2. Verify your current living arrangements**

I do rent my own apartment or own my own home.

I do not live with my parents and I do not rent my own apartment or own my own home.

**Please describe your current living arrangement:**

**3. RENEWAL STUDENTS ONLY** (must have previously approved Dependency Override on record)**Verify the status of your formerly documented situation**

My situation has not changed. **Skip to section 5**

If your situation *has* changed, contact the Financial Aid Office to speak with a Financial Aid Representative who can assist you with completing your financial aid application.

**4. NEW APPLICANTS ONLY****Attach the following documentation for categories a, b, and c:**

a) **A personal letter of appeal** explaining your request for a dependency override. Provide as much detail as possible describing your extenuating circumstance and separation from your parents. The following information is required:

- Include the estimated date of last contact you had with each parent and the frequency of contact with each parent over the past five years.
- Explain why you cannot provide parental financial information on the 2020 -2021 FAFSA.
- Describe your living arrangements over the past five years, including with whom you resided and who has provided support to you.
- Make sure your name, Student ID, and signature are included in the letter.

**b) Supporting Documentation** - Provide documentation that supports your dependency override appeal. Examples of documents that should be submitted in support of your Dependency Override Appeal include, but are not limited to:

- Copies of parent(s)' death certificate(s).
- Letters of Guardianship.
- Proof of parent(s)' incarceration.
- Proof of parent(s)' commitment to a mental health or drug rehabilitation facility.
- Copy of a protection/restraining order that prohibits contact between you and your parent(s).

**c) Letters from two individuals who can attest to your situation.** The individuals cannot be related to each other AND must reside at separate addresses. The letters should provide as much detail as possible describing your extenuating circumstance and separation from your parents. ***All letters should be submitted on formal letterhead and be signed and dated.***

- **One letter must be a formal 3<sup>rd</sup> party letter** from a professional individual not related to you (counselor, social worker, clergy, police, etc.) and should include the professional's name, title or position, work address, signature and contact information.
- **The second letter can be from somebody who can verify your situation** and their contact information should be provided.

## 5. WET SIGNATURE REQUIRED BELOW

I certify that I do not receive any financial support, any other assistance, or any in-kind benefits from my parents for food, housing, transportation, car payments, car insurance and/or medical insurance. I certify that the information listed on the form and all supporting documents concerning my request for dependency override is correct and complete.

I understand that upon review of the documents that I have submitted, the Lehigh Carbon Community College Financial Aid Office may use professional judgment and require that I submit additional information. In addition, I further understand that THE DECISION MADE BY THE FINANCIAL AID OFFICE REGARDING THE PROCESSING OF MY APPEAL FOR DEPENDENCY OVERRIDE IS FINAL AND THERE IS NO ADDITIONAL APPEAL PROCESS.

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Student Signature

Date

Daytime phone number

**6. Return this form and any required supporting documentation** (if applicable) in person, by mail, fax, or email to the Office of Financial Aid.

## **2020-2021 Dependency Override Policies**

The Department of Education determines a student's status as dependent or independent by the answers the student provides in Step Three of the Free Application for Federal Student Aid (FAFSA). Federal student aid programs are based on the principle that students (and their parent or spouse) are considered the primary source of support for postsecondary education. Federal regulations permit Lehigh Carbon Community College to override a student's dependency status for federal financial aid purposes, if unusual circumstances exist and can be documented. This determination is made on a case by case basis.

**To be considered for a Dependency Override, the student must complete the Dependency Override Form and provide all documentation required to the Financial Aid Office. A Financial Aid Administrator will review the student's appeal by examining the supporting documentation provided by the student and will either approve or deny the student's request. The student will be notified in writing of the decision. *THE FINANCIAL AID ADMINISTRATOR'S DECISION IS FINAL AND CANNOT BE APPEALED TO THE U.S. DEPARTMENT OF EDUCATION.***

### **Section I: Circumstances Given Consideration**

Parental Support was terminated due to:

- A student's voluntary or involuntary removal from his/her parent's home due to an extreme situation that threatened the student's health and/or safety.
- 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.

### **Section II: Review Procedures**

- All submitted documentation will be reviewed by a Financial Aid Administrator.
- An official notification of the Administrator's decision will be sent to the student along with an explanation of any further action necessary to complete his/her application for aid.
- If the student has filed a FAFSA for the year under review, the Financial Aid Administrator will make any necessary corrections to the FAFSA.
- If the student has not yet filed a FAFSA for the year under review, they will need to complete the 2020 -2021 FAFSA on the Web and indicate they are unable to provide parent information.

### **Section III: Renewal of a Dependency Override for Future Years**

Students who were granted a dependency override in the previous academic year must renew their appeal each subsequent year. They must complete the following:

- A statement verifying that the documented unusual family circumstance continues to exist for each subsequent year the student applies to receive financial aid at Lehigh Carbon Community College.
- The 2020-2021 FAFSA indicating parent information is unable to be provided.

***NONE*** of the conditions listed below, singly or in combination, constitute sufficient justification to approve a dependency override:

- **Parents refusing to contribute to the student's education.**
- **Parents unwilling to provide information on the application or for verification.**
- **Parents not claiming the student as a dependent for income tax purposes.**
- **Student demonstrating total self- sufficiency.**
- **Student is living at home (or with relatives) but paying rent.**
- **Student has ongoing arguments with parents and due to this, the parents have refused to help student.**
- **Student has chosen to leave parents and put him/herself through college.**
- **Student lives with or has a step-parent who refuses to provide support.**