



## 2017-18 Appeal for Dependency Override Form

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

**Appeal Guidelines:** you must clearly demonstrate an adverse family situation in order to be considered independent for financial aid purposes. Adverse family situations may include: physical or emotional abuse, severe estrangement, abandonment, parental drug or alcohol abuse, mental incapacity or other circumstances.

**Federal guidelines stipulate the following conditions DO NOT solely qualify as circumstances meriting a dependency override:**

- Parental refusal to contribute to the student's education
- Parent unwillingness to provide information on the FAFSA or to provide required verification documentation
- Parent does not claim the student as a dependent for income tax purposes
- Student demonstrates total self-sufficiency

Please select the option that applies to you:

- Initial Request:** If you have never been approved for a Dependency Override in prior years at Neumann University, please complete sections A and C
- Renewal Request:** If you have previously been approved for a Dependency Override at Neumann University, please complete sections B and C

### **Section A – Initial Request:**

In order for the Financial Assistance Office to consider you for a Dependency Override, you must complete this form and provide the following documentation:

- Submit the 2017-18 FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Write a personal letter requesting consideration for independent status which outlines your extenuating circumstance. Your signed and dated letter must include:
  - Why you cannot provide parental financial information on the 2017-18 FAFSA
  - The whereabouts of your biological/legal mother and father and their current living arrangements. Please include any contact you have had with either and the frequency of contact.
  - Your living arrangements over the past year.
    - With whom did you reside?
    - Who has provided financial support for you during the past year?

- Third party documentation is required.

Include documentation you feel will support your appeal for independent status; examples include:

- court orders of permanent status
- death certificates
- verification of incarceration
- letters from school counselors, clergy or family physicians

*Letters from friends and family members are not acceptable.*

- If you filed taxes and did not use the IRS Data Retrieval Tool to complete the FAFSA income section, then you must submit a copy of your 2015 and/or 2016 Federal Income Tax Return Transcript. This can be requested online at [www.irs.gov](http://www.irs.gov).
- Copies of all 2015 and/or 2016W-2 forms
- Did anyone claim you on their 2015 and/or 2016 Federal Income Tax return? If so, please state who and their relationship to you: \_\_\_\_\_

**Section B – Renewal Request:** If you were approved for a Dependency Override in a previous academic year/term, you may be asked to provide supporting documentation or clarification.

- Submit the 2017-18 FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Attach a personal statement with your name, student ID#, date and signature summarizing your current situation and any changes that have occurred in your situation since you were originally granted a dependency override. Your signed and dated letter must include the following:
  - Why you cannot provide parental information on the 2017-18 FAFSA.
  - An explanation of your continued estrangement from your biological/legal parents.
  - Explain your living arrangements over the past year and how you have supported yourself.
    - With whom did you reside?
    - Did anyone provide you with any type of financial support?
- Provide answer the following questions:
  - Academic year original documentation submitted: \_\_\_\_\_
  - Did you resume living with your biological/legal parent(s) in the past or current year? \_\_\_\_\_
  - Did anyone claim you on their 2015 and/or 2016 Federal Income Tax Return?  
If yes, please list name and relationship to you: \_\_\_\_\_
  - Did your biological/legal parent(s) provide you with any support in cash or contribute to paying for any part of your college expenses including room and food?: \_\_\_\_\_
- If you filed taxes and did not use the IRS Data Retrieval Tool to complete the FAFSA income section, then you must submit a copy of your 2015 and/or 2016 Federal Income Tax Return Transcript. This can be requested online at [www.irs.gov](http://www.irs.gov).
- Copies of all 2015 and/or 2016 W-2 forms.

**Section C – Affirmation and Certification:**

By signing this document, I certify that all information contained on this form is true and complete to the best of my knowledge. Providing inaccurate or false information may result in the denial, reduction, withdrawal and/or repayment of financial aid. **I also understand that I may submit only one request per academic year and the decision of the Office of Student Financial Assistance is final.**

*Please note that a request for a Professional Judgement consideration does not guarantee the receipt of new or additional financial aid. Approval will be based on the circumstance stated and the documentation provided to support your case. Students should be prepared to pay their bill if you choose to register for classes. Notification of the appeal decision will be sent to your Neumann University email account.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Important: The 2017-18 FAFSA calculated your EFC based on 2015 tax information. Submitting tax return transcript(s) for 2015 is not required if taxes were linked to the 2017-18 FAFSA using the Data Retrieval Tool (DRT). If the DRT was not used or not available, 2015 and 2016 federal tax return transcripts will be required for submission of a dependency override request. To obtain IRS tax return transcript(s), go to [www.irs.gov](http://www.irs.gov) and click on the “Order a Return or Account Transcript” link, call 1-800-908-9946, or complete and submit federal form 4506T.

Please return all documentation and this completed form to:  
Office of Financial Assistance  
Neumann University  
1 Neumann Drive  
Aston, PA 19014-1928  
Fax: 610-558-5652

Please be advised – If the FAFSA has been selected for verification, all required documentation must be submitted to the Office of Financial Assistance prior to review of the special consideration request.

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For Office Use Only

- Approved
- Denied

Notes: