



2019-20 Appeal for Dependency Override Form

Student Name _____ Student ID# _____

Appeal Guidelines: you must clearly demonstrate an **involuntary dissolution** of the family due to death, imprisonment, abandonment, **documented** abuse (physical/emotional/drug/alcohol), or mental incapacity in order to be considered independent for financial aid purposes. If you believe that your situation warrants a special review, **you must be prepared to demonstrate** that you are self-sufficient and be able to document why your parent(s) should not be required to contribute to your education.

You must also provide any court documentation, police records, and written statements from yourself and at least two other people who can confirm your circumstance. The written statements can be from an uninterested third party, an adult relative, an adult you have lived with during the past year, a pastor or a counselor. The statements must include his/her relationship to you and what he/she has witnessed with regards to your situation with your parent(s). It must be signed by that individual, and a telephone number must be included as to where he/she can be reached for further questions. If you live alone, you must also provide documentation such as tax return transcripts, lease agreement, and/or utility statements, etc., to demonstrate your ability to support yourself

Federal guidelines stipulate the following conditions DO NOT merit a dependency override:

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

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:

Please check reason for request:

- _____ Severe circumstances exist within family, including death of parent after FAFSA was filed
- _____ Divorced after being married for at least one year, maintained residence separate from parent(s) during marriage and continue to do so now
- _____ Extenuating circumstances which prevent you from having contact with parent(s)

You must complete this form and provide the following documentation:

- **Submit the 2019-20 FAFSA online at <https://studentaid.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 2019-20 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 provided financial support during the past year?

- **Third party documentation is required.**
Include documentation to support your appeal for independent status; examples include:
 - court orders of permanent status
 - death certificates
 - verification of incarceration
 - At least two letters from **adult professionals** who can verify your family circumstances. Adult professionals include clergy members, attorneys, school guidance counselors, medical doctors, mental health professionals, teachers, law enforcement or court officers, and professional staff associated with Child Protective Services.
- 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 2017 and/or 2018 Federal Income Tax Return Transcript. This can be requested online at www.irs.gov.
- Copies of all 2017 and/or 2018 W-2 forms
- Did anyone claim you on their 2017 and/or 2018 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 2019-20 FAFSA online at <https://studentaid.ed.gov>**
- Attach a personal statement with your name, student ID#, date and signature summarizing your current situation and any changes that may have occurred 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 2019-20 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 answers to 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 2017 and/or 2018 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 2017 and/or 2018 Federal Income Tax Return Transcript. This can be requested online at www.irs.gov.
- Copies of all 2017 and/or 2018 W-2 forms.

Section C – Affirmation and Certification:

By signing this document, I certify that all information contained on this form is true and accurate. 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 Financial Assistance Office is final.**

Student Signature

Date

Phone Number

Email

Important: The 2019-20 FAFSA calculated your EFC based on 2017 tax information. Submitting tax return transcript(s) for 2017 is not required if taxes were linked to the 2019-20 FAFSA using the Data Retrieval Tool (DRT). If the DRT was not used or not available, 2017 and 2018 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 and click on "Get Your Tax Record", 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 note – If the FAFSA has been selected for verification, all required documentation must be submitted to the Office of Financial Assistance prior to this review.

For Office Use Only

- ☐ Approved
☐ Denied

Comments: _____

Certification: I hereby use my professional judgment based on the information and documentation provided.

Signature of Financial Assistance Counselor

Date