2019-2020 DEPENDENCY OVERRIDE REQUEST FORM

NAME ____________________________________

VCU EMAIL ADDRESS______________________________________________

This form is used if you are currently a dependent student for financial aid purposes, but due to extenuating circumstances feel you should be considered independent. Federal regulations assume that the family has primary responsibility for meeting the educational cost of the student. Yet, there may be unusual circumstances that warrant a student that does not meet the FAFSA definition of independent to appeal their dependency status. The VCU Office of Financial Aid, in determining a dependency override, focuses on unusual circumstances on a case-by-case basis. Examples that may constitute unusual circumstances include student’s voluntary or involuntary removal from the parents’ home due to an abusive situation, parents’ inability to provide for the student due to incarceration or inability to locate parent(s) after making reasonable efforts. You are required to provide sufficient supporting documentation so that our office can make a determination regarding dependency. Federal regulations state that dependency override requests do not carry over from one year to the next. The VCU Financial Aid Office must reaffirm each year that the unusual circumstances still exist and that an override is still justified. NOTE: Submission of the dependency override request does not guarantee a determination of independent status.

The conditions listed below alone DO NOT qualify as unusual circumstances for a dependency override.
1. You demonstrate total student self-sufficiency (live on your own, pay your own bills).
2. Your parents are unwilling or unable to provide financial assistance for college.
3. Your parents refuse to provide information or sign the FAFSA.
4. Your parents no longer claim you as a tax dependent.

SECTION A: Renewal Request – Reaffirmation

☐ You were granted a dependency override in 2018-2019 and you need to reaffirm that the unusual circumstances still exist and that an override is still warranted.

Required documentation:
☐ A signed letter detailing your special circumstances, including current relationship with parent(s) and how you support yourself.
☐ A signed statement on letterhead from a professional third party (not a relative) who has direct knowledge of your current situation (i.e. social worker, counselor, teacher, clergy, government agency, etc.).

SECTION B: New Request – Describe Your Circumstances

☐ You no longer have contact with both parents due to an unsafe or abusive home environment or their whereabouts are unknown.

Required documentation:
☐ Two signed statements on letterhead from professional third parties (not a relative) who have direct knowledge of your situation (i.e. social worker, counselor, teacher, clergy, government agency, etc.).
☐ Letter from you detailing your special circumstances which includes a thorough description of the events that caused the separation from your parent(s), how you support yourself now and how you will support yourself in the future.
SECTION C: New Request – Describe Your Circumstances

☐ Your custodial parent has passed away. The other biological parent or legally adoptive parent is living but you have no contact or do not know their whereabouts.

Required documentation:
☐ Copy of parent’s death certificate.
☐ Copy of your birth certificate.
☐ Two signed statements on letterhead from professional third parties (not a relative) who have direct knowledge of your situation (i.e. social worker, teacher, clergy, counselor, government agency, etc.)
☐ Letter from you detailing your special circumstances which includes a detailed description of the events that caused the separation from your other biological parent, how you currently support yourself now and how you will support yourself in the future.

SECTION D: New Request – Describe Your Circumstances

☐ Your custodial parent is incarcerated. The other biological parent or legally adoptive parent is living but you have no contact or do not know their whereabouts.

Required documentation:
☐ Two signed statements on letterhead from professional third parties (not a relative) who have direct knowledge of your situation (i.e. social worker, counselor, teacher, clergy, government agency, doctor, etc.)
☐ Letter from you detailing your special circumstances which includes a detailed description of the events that caused the separation from your parent(s), how you currently support yourself and how you will support yourself in the future.

SECTION E: Certification Statement

I certify that all of the information provided is true, complete and accurate to the best of my knowledge. I agree to provide additional documentation if requested. I understand that if I am found to have knowingly or intentionally given false or fraudulent statements and/or documentation, my request will be denied, and I may be required to repay any financial aid disbursements received.

Student Signature _______________________________________________________ Date _______________________________ (Required)