



Student's Name: _____ Student ID#: _____

There are federal requirements that a student must meet to qualify for financial aid as an independent student. If you do not meet one of the criteria, you will be evaluated as a dependent student, meaning that your parents must provide income and asset information. There are circumstances that may warrant re-evaluation of your status. Providing the following information will permit the financial aid administrator to make this determination.

1) A personal letter of appeal explaining the reason for your request for a dependency override. The letter should be one to two pages and provide as much detail as possible describing your separation from your parents. You are required to include the following information:

- The whereabouts of your biological father and his current living arrangements. Include the last contact you had with your biological father and the frequency of contact with him over the past five (5) years.
- The whereabouts of your biological mother and her current living arrangements. Include the last contact you had with your biological mother and the frequency of contact with her over the past five (5) years.
- Why you cannot provide parental financial information on the 2012-2013 Free Application for Federal Student Aid (FAFSA).
- Your living arrangements over the past five (5) years. With whom have you resided. Who has provided support to you over the past five (5) years?
- Your name, Student ID number , and signature.

2) Letters from two individuals who can attest to your situation. Their letters should be one to two pages and provide as much detail as possible describing you separation from your parents.

- The first letter should be from a professional individual not related to the student counselor, socialworker, clergy, police, etc.
- The second letter can be from either a professional or nonprofessional individual.
- Each letter must include the individual's name, title or position, address and must be signed.
- The individuals cannot be related to each other AND must reside at separate addresses.

3) Your 2011 1040 form

