



Financial Aid and Scholarships

2019 – 2020 New Request for Independent Status

Submit completed form to One Stop Enrollment Center for processing

Documentation submitted by fax or email will not be accepted. Please fill out and print.

In order to justify a dependency override, a history of family estrangement from **both** parents and/or dysfunction regarding **both** parents must exist. This form can be used to request a review of extenuating circumstances regarding your dependent status. Examples of estrangement or dysfunction include, but are not limited to abuse, abandonment, drug abuse, and parent incarceration. These extenuating circumstances must be documented by an objective third party (i.e. high school or college counselor, social services agency official, pastor or clergy, mental health professional, law enforcement officer, teacher, etc.) to qualify. This form can be submitted by mail, in-person at the One Stop Enrollment Center, or via the Document Uploader.

The following examples will not make you independent:

- 1) Parents refuse to financially contribute to the student's education
- 2) Parents refuse to fill out information necessary to complete the FAFSA
- 3) Parents do not claim the student as a dependent for income tax purposes
- 4) Student demonstrates total self-sufficiency

STEP 1: Fill out your 2019-2020 FAFSA at www.fafsa.ed.gov. **Do not submit** this form until your FAFSA has been submitted.

STEP 2: STATUS CHECKLIST: Please turn in **ALL** of the following information at the same time. **We cannot process a request without all documentation, and additional documentation may be requested.** Should you qualify for this request based on the information above but do not have the documentation listed, please contact, or visit the One Stop Enrollment Center.

1. Submit a typed and signed letter detailing the special circumstances that make you independent from your parents. You must describe your current relationship (even if it is non-existent) with your parents. Address the following items:
 - The nature of your relationship with your parents
 - Provide the date and place of your last contact with your parents
 - How you have been supporting yourself
2. Submit two signed statements from professionals (teacher, counselor, clergy, social worker) familiar with the situation further outlining and verifying/substantiating the reasons for your independent status request. The statements must include address and telephone numbers and must be on letterhead.
3. Attach a copy of your 2017 Federal Tax Return Transcript, or a **signed** copy of your 2017 Federal Tax Return; list of income earned for 2017; **and** submit the W-2 form(s) or other earning statement(s) if available.

Office Use Only

Date: _____ Received By: _____ Processed By: _____

RRAAREQ Code: DEPOVR
WebX Code: FA_DEP_OVERRIDE
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myUTSAID _____ Student's First Name: _____ Last: _____

STEP 3: CERTIFICATION STATEMENT

Your signature on this document confirms your acknowledgement of the following:

- The information submitted for review is true and correct to the best of your knowledge.
- Providing false information may result in reduced eligibility, repayment of aid, or both.
- During peak seasons, there may be a 5-7 business day processing time for the request.
- Status of the request will be emailed to your preferred email account as you indicated on ASAP.
- You have read each section and have provided the required documentation and realize that more may be required upon request.

Student Email: _____ **Telephone Number:** _____

Student Signature: _____ **Date:** _____

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