

Procedure 3.255

Dependency Overrides Procedure

If a student is dependent by definition but believes that unusual circumstances are present, the student can request a review of his/her unusual circumstance.

The student must complete the Request for Dependency Override Form and provide, in writing, a full explanation of his/her unusual circumstances with specific dates, etc.

The student must secure a minimum of two letters from other persons, agencies, court, school records, etc. confirming the information provided above. This documentation could be from a high school counselor, psychologist, police officer, minister, social worker, or someone in authority who can substantiate the situation.

1. The student is responsible for providing full written documentation as stated above to the Office of Financial Aid.
2. The Director of Financial Aid will talk with the student and review the documentation.
3. Dependency override requests must be completed annually for all students. Even though the situation may not have changed from one year to the next, it is necessary to resubmit all necessary paperwork.

The Director has the authority to make students who do not meet the above criteria independent under special circumstances using professional judgment on a case-by-case basis.

Special circumstances must be documented, and a copy of the documentation must be maintained in the student's file. Examples of special circumstances include, but are not limited to:

1. A documented abusive relationship with a parent
2. A dependent student who has no knowledge of his/her biological parents

As with all dependency overrides, all cases must be carefully documented, and the overrides may only be granted for the academic year in question. If the student wishes to request the dependency override again, she/he must make a formal re-request to the Director of Financial Aid.

The Director may adjust the student's dependency status by completing the Dependency Override section of the electronic FAFSA on the CPS on-line database.

References

Legal References: *Enter legal references here*

Cross References: *Enter cross references here*

Procedure

History

Leadership Council Review/Approval Dates: *Enter date(s) here*

Senior Staff Review/Approval Dates: *4/21/2023; 8/15/2023*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

