



Financial Aid Office 2016-17 DEPENDENCY OVERRIDE REQUEST

Federal financial aid regulations assume that a student and their family have the primary responsibility for meeting educational costs. If you are considered a dependent student according to the federal financial aid definition, your aid eligibility is determined by using parent income and asset information in addition to your information.

What makes a student Dependent or Independent?

Your student dependency status is determined by the U.S. Department of Education based on your responses to specific questions on the FAFSA. For financial aid purposes, federal regulations have defined an independent student as one who meets **AT LEAST ONE** of the following conditions:

- Born before January 1, 1992;
- Married as of the date FAFSA signed;
- Have children who will receive **more than half their support** from the student (between July 1, 2016 and June 30, 2017, OR has dependents (other than a spouse or children) who live with student and who receive **more than half their support** from the student from now until June 30, 2017;
- Attending Graduate level program of study during the 2016-17 academic year;
- Are you a Veteran of the U.S. Armed Forces?
- Currently serving on active duty in U.S. Armed Forces (other than for training);
- Emancipated Minor or in Legal Guardianship as determined by the court in her/his state of legal residence;
- Orphan, Ward of Court, Foster Care (after age 13);
- A self-supporting unaccompanied youth who is homeless or at risk of homelessness (as certified by governmental or school agency).

A student who does not meet **ANY** of the above conditions is classified as a Dependent student.

What is a Dependency Override?

A dependency override occurs when a financial aid administrator exercises professional judgment and overrides the Department of Education's criteria for dependent students. An override may only be granted on a case-by-case basis for students with unusual & exceptional circumstances. These circumstances must show compelling reason for a student to be considered independent rather than dependent.

What conditions **COULD** warrant a Dependency Override?

The following are some examples of conditions that could warrant a dependency override:

- Documented abandonment
- Parental drug abuse
- Parental mental incapacity
- Physical or emotional abuse
- Severe estrangement from parents
- Parental Incarceration

By Federal Law, the following conditions **DO NOT** warrant a dependency override:

- Parents refuse to provide information on the FAFSA application or for verification
- Parents do not claim student as a dependent for income tax purposes
- Parents unwilling or unable to contribute to student's education
- Student demonstrates self-sufficiency
- Student reluctant to request the income information from parents
- Student does not wish to communicate with parents



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Instructions

You should complete this form if you are considered a dependent student for federal financial aid and believe you have extenuating circumstances which should allow you to be considered an independent student. Return the completed form with the required documentation to the Financial Aid Office. ***We understand the sensitive nature of these circumstances; all documentation received by our office will be kept confidential.***

Please note the following:

- Complete the 2016-17 Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov **prior** to completing and submitting the Dependency Override Request.
- Students seeking a dependency override must complete the Dependency Override form. **Decisions made at other institutions are not accepted.**
- When submitting your request, you will be required to meet with a financial aid staff member.
- The determination of whether or not to approve a dependency override is made by the Financial Aid Office at ENMU-Roswell – not the U.S. Department of Education. All decisions made by the Financial Aid Office on dependency overrides are FINAL and not appealable.

Dependency Override Appeal Process:

1. **Personal Statement:** On a separate sheet of paper, tell us in your own words why you are requesting a dependency override. Be sure to describe the following: (1) The nature of your relationship with your parents; (2) the location of both parents and when you last had contact with them; (3) why you cannot obtain information and/or support from your parents. Sign and date your statement.
2. **Third-Party Statements:** Provide at least two letters from third-party adult individuals who personally have knowledge of your situation and who can verify your circumstances. At least one letter (on letterhead) must be from a guidance counselor, physician, social worker, clergy person, or another individual who has been involved in the circumstances in a professional capacity. All letters must include details as to how the person knows you, how long they have known you, and how they have been involved and/or have first-hand knowledge of your situation. The individuals submitting letters cannot be related to one another, nor can they reside at the same address. A telephone number and address where the individual can be reached for follow up questions must be included.
3. **Dependency Override Appeal Form:** Complete all sections of the appeal form. (Pages 3 & 4 must be complete)
4. **Supporting Documentation:**
In addition to your personal statement, third-party statements, and the appeal form, you must provide the following documents with your appeal:
 - Copy of 2015 Federal Tax Transcript. If you are not required to file, be sure to complete Step 5 of the appeal form and attach copies of your W-2's or 1099 forms.
 - Copy of your current lease or rental agreement. If you do not have either, attach a signed statement from your current landlord verifying your tenancy.
5. **Meet with the Financial Aid Director:** Once you have completed the appeal form and gathered your statements and supporting documentation, contact the Financial Aid Office to make an appointment to meet with the director to submit your appeal in-person.

After Filing the Dependency Override Appeal: All correspondence is sent to students ENMU-Roswell email accounts.

If your appeal is approved: After the override is processed your financial aid will then be packaged based on independent status and you will receive an email.

If your appeal is not approved: You will need to submit your FAFSA, using the FAFSA website (www.fafsa.ed.gov) and provide your parents financial information and signatures on your FAFSA.

All decisions on dependency overrides are made based on Professional Judgment by the Financial Aid Office at ENMU-Roswell. All decisions on appeals are FINAL.



Financial Aid Office

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To be submitted to the Financial Aid Office with all supporting documents
Incomplete applications will not be reviewed.

Student Name _____	Student ID _____
Current Phone # _____	

STEP 1: PERSONAL & 3RD PARTY/PROFESSIONAL STATEMENTS

Personal Statement: Attach a detailed explanation of the unusual & extenuating circumstances that you believe warrant a review of your dependency status. Be sure to include information explaining your relationship with both your mother **AND** your father; include all circumstances surrounding the situation, including the location of both parents and the date you last had contact with each of them.

3rd Party/Professional Reference Statements: Provide at least two letters from 3rd party adult individuals who personally have knowledge of your situation and who can verify your circumstances. The individuals must have **FIRST-HAND, PERSONAL KNOWLEDGE** of your situation and the circumstances described in your personal statement. Refer to the Dependency Override Instructions for more information – including examples of acceptable 3rd Party References.

STEP 2: RESIDENCE INFORMATION

Check the appropriate line below:

Where did you live in 2015/2016?	<input type="checkbox"/> On Campus	<input type="checkbox"/> Off Campus	<input type="checkbox"/> With Parents
Where will you live in 2016/2017?	<input type="checkbox"/> On Campus	<input type="checkbox"/> Off Campus	<input type="checkbox"/> With Parents

STEP 3: EXPENSES (1): For each item listed below, place an X in the appropriate space.

Did your parent(s) claim you as an exemption on their 2015 federal tax return?	_____ Yes _____ No
Will your parent(s) claim you as a dependent on their 2016 federal tax return?	_____ Yes _____ No
Did your parent(s) provide your health insurance (in 2015/16)?	_____ Yes _____ No
Will your parent(s) provide your health insurance (in 2016/17)?	_____ Yes _____ No
Did your parent(s) provide your auto insurance (in 2015/16)?	_____ Yes _____ No
Will your parent(s) provide your auto insurance (in 2016/17)?	_____ Yes _____ No

STEP 4: PRIOR YEAR FINANCIAL AID SUPPORT

Did you receive financial aid during the 2015/2016 Academic year (Fall 2015, Spring 2016, or Summer 2016)? _____ Yes _____ No

STEP 5: 2015 INCOME/TAXES/VERIFICATION WORK SHEET

Attach a copy of your 2015 federal tax transcript and copies of all W2 forms. If you did not file and are not required to file, list below your employer(s) and any income received in 2015 (attach your W-2 or 1099 forms). Attach additional sheet if necessary. You will also need to complete the verification worksheet for 2016-17 to document 2015 income.



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Student Name _____

Student ID _____

STEP 6: EXPENSES & RESOURCES

If you are not employed, please indicate who pays for your expenses or provides your support. You may need to complete a Statement of Support form available in the office.

EXPENSES FOR 2016		RESOURCES FOR 2016	
Housing/Rent	\$	Employment	\$
Food	\$	Social Security	\$
Car Payment	\$	AFDC/TANF	\$
Car Maintenance/ Repairs	\$	Food Stamps	\$
Car Insurance	\$	Welfare Benefits	\$
Gasoline	\$	Child Support	\$
Utilities:		VA Benefits	\$
Electric	\$	Monetary Gifts	\$
Gas	\$	Military, etc.	\$
Telephone	\$	Housing, food, and other living allowances provided by parents, relatives, friends,	\$
Water	\$	Workman's comp	\$
Child Care	\$	Scholarships	\$
Clothing	\$	Grants /Loans	\$
Medical Insurance	\$	Untaxed Income	\$
Tuition/Fees/Books	\$	Other (specify) ex: Unemployment amt	\$
Personal/Entertain.	\$		
Other (specify):	\$		
Total Expenses	\$	Total Resources	\$

STEP 7: STUDENT CERTIFICATION

This form, along with my signature, confirms that my household size is one.

I certify that the information provided on this form and all accompanying attachments are true and complete. I have read each section and provided the required documentation. I understand that purposefully providing false information could result in a reduction and/or repayment of aid, and/or denial of future appeals in this and future years.

Student Signature _____

Date _____

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