



DEPENDENCY OVERRIDE REQUEST FORM

Please fill in the year for which this appeal is being submitted for. Appeals are only good for one academic year.

Fall: _____ Spring: _____ Summer: _____

Name _____ WCU

ID _____

Address _____

_____ City _____

State _____ Zip _____ Phone _____

Email _____

Please note: According to Federal Student Aid Services the responsibility for financing a college education for a dependent student rests with the student and parents. If a student is not able to qualify as “independent” by answering “yes” to one of the criteria questions on the FAFSA, then an appeal for a dependency override is required. These appeals should be submitted if there is an extreme case such as abandonment or abuse. The Financial Aid Office is required by federal law to consider parent information unless the student meets specific criteria as defined on the Free Application for Federal Student Aid (FAFSA). For additional examples of qualifying cases please see the chart below. Parent refusal to contribute to education costs or provide income information is not by itself, a base for a review.

We may be able to override a student’s dependent status if unusual family circumstances exist that make it impossible for you to have contact with your parents.

Dependency Override Eligible Reasons

Documented abandonment

Parental drug abuse

Parental mental incapacity

Physical or emotional abuse

Severe estrangement from parent(s)

Your parents(s) live out of the country and you are unable to maintain contact with them.

Ineligible Reasons

Parents(s) refuse(s) to provide information on the FAFSA or verification form

Parent(s) does/do not claim student as a dependent for income tax purposes

Parent(s) unwilling or unable to contribute to student’s education

Student demonstrates self-sufficiency but has contact with biological parents

Student is reluctant to request income information from parents(s)

Student does not wish to communicate with parent(s)

If your family situation involved extreme circumstances defined as “eligible reasons” in the list above, you may appeal your dependent status. Decisions made at other institutions are not accepted at West Chester University.



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Before the Financial Aid Office will consider any changes regarding dependency status, you must complete the appropriate sections of this form and provide supporting documentation. This office may request additional information for consideration.

We may be able to override a student's dependent status if unusual family circumstances exist that make it impossible for you to have contact with your parents

If you received financial aid with a Dependency Override last year at West Chester University. Provide an updated signed statement describing your current situation and if there have been any change in your relationship with your biological parent(s)

OR

First time applicant for a Dependency Override at West Chester University should complete the following:

1. A **detailed signed statement** from the student describing the relationship with both parents. Letter should address:
 - Last known locations of parents
 - Your last contact with parents
 - How the student has been paying for their cost of living
 - Where and with whom the student has been living
 - The extreme extenuating circumstance that has caused it to be unreasonable or impossible for you to provide your parent(s) information on the FAFSA. **Include supporting documentation such as police, medical and/or court documents.**

If your statement does not address all the items listed above, you will be requested to resubmit a statement with additional information.

2. The student must attach **two reference letters** describing the student's relationship with both parents from people who are familiar with the current situation (e.g. teacher, counselor, medical authority, clergy member, prison administrator, government agency, etc.) The letter must be signed and include contact information. These references may be contacted if additional clarification is needed.
3. **Proof of financial support**: Most recent pay stub for the current year and tax returns for the prior year (if applicable). If you don't have a job or didn't file a tax return, please provide a written statement indicating that information.



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Certification and signature

Your request for independent status will be reviewed once all documents are submitted. If the appeal is approved, the Financial Aid Office will submit the override to the Federal Processing System

(CPS). Your financial aid will then be packaged based on independent status. PLEASE NOTE: Additional documents may be required after the CPS has processed the revision to your dependency status. Be sure to check in your student portal under "Financial Aid Alerts" If the appeal is not approved, you will be notified through your West Chester University email address. In order to receive financial aid, you will have to re-file your FAFSA at studentaid.gov/fafsa and include your parent's information and FSA ID (electronic signature).

Processing of completely documented Dependency Override Requests may take up to two weeks. All decisions are final unless additional documentation and/or proof of circumstances changing can be provided within academic year.

I certify that the submitted information is true and correct to the best of my knowledge and belief. If asked by an authorized official, I agree to provide additional proof of the information provided on this form.

WARNING: I understand that purposely providing false or misleading information on this form may result in reduction or repayment of aid, fines and/or imprisonment in this and/or future years. I authorize the use of this information and any supporting documentation to be utilized at West Chester University.

Student Signature _____

Date _____

Please return all documents by email or mail.

Mailing Address: 030 Kershner Student Service Center, 25 University Ave, West Chester, PA 19383

Upload to MyWCU or Email with supporting documentation: finaid@wcupa.edu

Please note: Electronic signatures will not be accepted. Please sign in blue or black ink.