

**DEPENDENCY OVERRIDE REQUEST**

Student's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Federal aid regulations allow the financial aid administrator to make an individual assessment to determine independent status if there is a documented reason of unusual circumstances which allow the exclusion of parental information. By submitting this request to the financial aid office you are indicating your unique situation warrants the exclusion of parental information from your federal aid report for the year 2020-21.

**Read the information in the box below before submitting this request.** If you feel your dependency status should be reviewed for reasons other than one of the categories listed below, complete this form and submit to the financial aid office with appropriate documentation.

The primary obligation for college expenses rests with the student and his/her parents according to federal aid regulations. The federal government **does NOT** allow a college to exclude parental income/assets solely for any of the following reasons:

- *Parents refusal to contribute to the student's education*
- *Parents not claiming the student as a dependent for income tax purposes*
- *Student demonstrating total self-sufficiency*
- *Parents unwillingness to provide information or documentation for the federal application or for verification*

If after reading the information in the box above you are unsure of what to do next, contact the financial aid office at the phone number on the bottom of page 3. ***If you made an error on your FAFSA and need to provide parental information, do not return this form.*** In order for our office to process your financial aid you will need to add your parent(s)' information and signature to the FAFSA. You can access your FAFSA online at **studentaid.gov** or submit paper corrections on your Student Aid Report (SAR) to the address provided on the SAR.

To continue with your request for a dependency override complete this form and provide the required letters and documentation to the financial aid office as explained on page 3. **Do not leave any blanks on this form.**

1. Provide the name of each of your parents and their current address or location:  
Mother: \_\_\_\_\_  
Father: \_\_\_\_\_
2. Describe the nature of your most recent contact with your parents and when that occurred:  
Mother: \_\_\_\_\_  
Father: \_\_\_\_\_
3. When did you last live with your parent(s)? \_\_\_\_\_
4. When did your parent(s) last provide any financial support for you? \_\_\_\_\_
5. How often do you have contact with your parent(s)? \_\_\_\_\_

Enter your JCC ID: J00 \_\_\_\_\_

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6. How have you been supported financially, and with whom have you lived for the past 12 months? \_\_\_\_\_

\_\_\_\_\_

7. On the lines below explain your situation and why you are unable to list either of your parents on your federal aid application (attach a separate signed statement if you need additional space):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Provide the financial aid office with a **signed and dated statement from a third party** that supports your case in detail. (See examples of third party references and detailed instructions for writing a supporting statement on page 3.) The third party statement should be on their letterhead; otherwise, the signature must be notarized.

9. Provide the financial aid office with a **signed and dated statement from a relative** that supports your claim. The letter must state their relationship to you, how long they have known you, and include details about your relationship with your parents. This document must be notarized. (See instructions for writing a supporting statement on page 3.)

10. You must be a matriculated (accepted) student at JCC for us to consider your request. Please make certain you have applied for admission to our institution before submitting this request to our office. Apply online at ***sunyjcc.edu***.

11. If you have questions regarding this form or what our office needs to consider your dependency override request, contact the financial aid office at one of the phone numbers listed on the bottom of page 3.

**Return this form, a letter from a third party, and a notarized letter from a relative to the financial aid office at the campus you attend.** The financial aid office is unable to photocopy material for you. Incomplete requests will delay the processing of your financial aid. Plan a minimum of 4-6 weeks for the review process to complete after submission of all required documentation. Written notification of the outcome of this review will be sent to the address the college has on file for you.

**Certification:**

*I certify that all information reported on this form and all supporting documentation I am submitting to the financial aid office for a dependency status override is true, complete and accurate. I understand that if I purposely give false or misleading information, I may be fined, sentenced to jail or both.*

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Instructions for Dependency Override supporting documents

The information stated on the Dependency Override Request must be verified by at least two sources: a third party who is aware of your home situation and can verify the information you have provided and a relative who is **not** a biological or adoptive parent. A copy of this page can be provided to your relative or third party to assist them in writing a supporting statement and providing appropriate documentation.

### Third party references:

Examples of third party references include but are not limited to: social worker or social service agency, attorney, court official, teacher, counselor, clergy, psychiatrist, psychologist, medical professional, law enforcement agent, employer.

**Instructions for third party references:** Read the instructions in the box below for what to include in your supporting statement. Submit a signed and dated statement, preferably on letterhead. If not on letterhead, the statement must be *notarized*. Make sure to include your professional title, name, type of business, business address, telephone number and where you can be contacted in case any additional information is required. Attach additional supporting documentation (see examples below) as appropriate.

### Relatives:

Examples of relatives are grandparents, aunts, uncles, adult siblings or adult cousins.

**Instructions for relative:** Read the information in the box below for what to include in your supporting statement. Submit a signed, dated and notarized statement. Attach additional supporting documentation (see examples below) as appropriate.

#### **Supporting statements must include the following:**

1. Describe your relationship to the student and how long you have known the student.
2. Provide details of when the student last lived with and/or received financial support from parents.
3. Explain your knowledge of the student's relationship with his/her parents and parents' whereabouts.
4. Explain why the student is unable to list either parent on the federal aid application.
5. Include any information of which you have firsthand knowledge and that you feel helps describe the student's situation.

### Additional supporting documentation:

Please attach any additional documents to support your request. Examples of documentation include:

- **Custody has been granted to someone other than biological or adoptive parents**
  - Most recent court document showing the granting of custody.
- **Death of parent**
  - Copy of death certificate.
  - If student and parent have different last names, provide a copy of student's birth certificate.
- **Parent in jail**
  - Statement from facility or courthouse indicating jail sentence and expected release date.
- **Other**
  - Any legal documents that help explain student's status.

JCC Financial Aid Office | PO Box 20 | Jamestown, NY 14702-0020  
Jamestown 716.338.1009 | 1.800.388.8557 ext. 1009 | Olean 716.376.7512 | 1.800.388.8557 ext. 7512 | FAX 716.338.1459