

## Dependency Status Review Form

If you are under the age of 24, you are required to include information about your birth/adoptive parent(s) on your FAFSA. There are exceptions for unusual circumstances that allow financial aid administrators to override your dependency status. Unique situations for a dependency status review **include but are not limited to** human trafficking, refugee or asylee status, parental abuse or abandonment, or incarceration. The U.S. Department of Education requires documentation to be submitted to the Financial Aid Office to determine if your circumstances warrant a dependency override. The decisions are made on a case-by- case basis and are final.

**All fields MUST be completed**

<b>Student Full Name – PRINT</b>	<b>Student VPCC ID (EMPLID)</b>	<b>Student Phone Number</b>	<b>Semester</b>
<b>Street Address</b>	<b>City</b>	<b>State &amp; Zip Code</b>	<b>Award Year (20xx-20xx)</b>

### **Required Information:**

You, the student, **must submit a typed and signed detailed letter** explaining the extenuating circumstance, including your relationship with both of your biological or adoptive parents.

Other documentation must be attached to this signed form and submitted to the Office of Financial Aid for review. Documentation may include (but is not limited to) the following:

- A separate letter from an independent third party, not a family member, that includes what they have witnessed regarding your circumstances, their signature, and a telephone number where they may be contacted if there are additional questions. This letter must include as much detail about the situation as possible. A court order may also be submitted if available.
- Submission of a court order or official federal or state documentation that the student or student’s parents or legal guardians are incarcerated;
- a written statement (or contact information), which confirms the unusual circumstances with:
  - a state, county or tribal welfare agency;
  - an independent living case worker who supports current and former foster youth with the transition to adulthood; or
  - a public or private agency, facility, or program servicing the victims of abuse, neglect, assault, or violence.

The following conditions, singly or in combination, **do not merit a dependency status review:**

- Parental refusal to contribute to your education.
- Parents will not provide information for the FAFSA or verification.
- Parents do not claim you as a dependent for income tax purposes.
- You (student) live on your own.
- You (student) demonstrate total self-sufficiency.

Please allow 3 weeks for review of your dependency status. You may be asked to submit additional documentation or to meet with a Virginia Peninsula Financial Aid Advisor. Please submit this form and supporting documentation as soon as possible.

### **STUDENT CERTIFICATION:**

I certify that all information submitted on and with this application is accurate. I have attached the appropriate supporting documents that may help in determining what my dependency status should be as required by the U.S. Department of Education. I understand that the decision is final.

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Student Signature – must be hand-signed or electronically signed, such as with a digital stamp or a stylus, finger, or touchpad.

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Date