

Federal financial aid regulations require the family to take primary responsibility for meeting the educational costs of students. Financial aid eligibility is determined by using both the student and parent financial information for students who are considered dependent according to the federal government criteria. To be considered and receive federal financial aid, dependent students are required to provide parental information and signature(s).

Occasionally, due to unusual circumstances, students cannot obtain the parental information needed and required. If this is your situation, you have the option to appeal this federal regulation by completing certain steps and providing documentation to our office to move forward with an appeal review.

Please print this document and complete it with a wet ink signature. The completed document can be submitted in person, through email, fax, or mail. Our contact information is at the bottom of the page.

STUDENT INFORMATION		(PLEASE PRINT)
Student Name:		Student ID#:
Address:		City:
State:	Zip:	Email:

Students should follow these steps in the appeal process:

1. Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. Complete Steps One through Three and Step Six.
2. Complete the CHANGE OF DEPENDENCY STATUS application and collect the necessary documentation.
3. Contact the Financial Aid Office to schedule an appointment with the Financial Aid Director or Assistant Director to discuss the appeal by calling 937-393-3431 ext. 2515 (The decision of the Financial Aid administrator is final).

Section A: The following conditions may be considered for appeal with acceptable documentation:

- ____ Student was previously married and is now divorced and NOT living with either parent, but is under the age of 24 and self-supporting. (Document this by providing proof of legal separation or divorce and proof of a rental agreement).
- ____ Student has no parental contact due to:
 - Student is no longer in the parent's home due to abuse/neglect/abandonment
 - Student is considered an unaccompanied youth or at risk of being homeless
 - Incarcerated parent(s)
 - Parent(s) whereabouts unknown
 - Parental drug and/or alcohol addiction

-Parents Death – in the case that the parent is remarried and the custodial parent dies, the stepparent is no longer considered a parent for federal student aid purposes. The surviving, non-custodial parent then becomes responsible for completing the FAFSA. If any of the above situations apply to the surviving parent, the student should proceed with the appeal

- (Document this by providing 2 third-party witness statements and a student statement describing the relationship with the parents and proof of the student income for the last two years.)
- ____ If there is another situation that you feel should make you eligible for independent student status. (Please explain the circumstances in complete detail on a separate piece of paper. Submit appropriate documentation to verify this situation.)
- The following conditions do not qualify as unusual circumstances for financial aid dependency status:
 - Parents refuse to contribute to the student's education.
 - Parents are unwilling to provide information on the FAFSA or for verification.
 - Parents do not claim the student as a dependent for income tax purposes.
 - Student does not live with parent(s) and is self-supporting

There are limitations to the circumstances the U.S. Department of Higher Education will allow financial aid professionals to consider for appeal. To remain equitable, our office will review all applications on a case-by-case basis.

Section B: Certification and Signature

My signature here certifies that the information and documentation are true to the best of my knowledge. Should this information change, I will contact the Financial Aid Office.

Student Signature: _____ Date: _____

Financial Aid Administrator: _____ Approved: _____ Denied: _____