



2021-2022 Academic Year
DEPENDENCY RE-CLASSIFICATION APPEAL FORM
(Note: Filing this form does not guarantee that your appeal will be granted)

Student's Name: _____ SS#: _____ EMPLID: _____
E-Mail Address: _____ Phone: _____
Address: _____

Federal Law determines the criteria by which a student is considered dependent or independent of his biological or adoptive parents for federal financial aid purposes. The basic premise underlying financial aid is that parents have the primary responsibility to pay for the student's educational expenses. **Under exceptional or unusual circumstances**, we may be able to consider an independent student for financial aid purposes. To consider your appeal, we will need you to provide detailed, written explanations of your circumstances with supporting documentation. The Committee will advise you of its determination by mail. This determination must be confirmed every academic year.

Exceptional Or Unusual Circumstances DO NOT include:

1. The student does not reside with the parent(s)
2. The parent(s) live in another country; or out of state
3. The student and parent "do not get along";
4. The parent does not claim the student as a tax exemption
5. The parent does not support the student or believe it is a parental responsibility to pay for college
6. The parent and/or step-parent are unable and/or unwilling to provide information, to sign the FAFSA, and/or to assist in paying for college.

If you are requesting a Dependency Status Override based on one of the reasons listed above, you are a dependent student and should not complete this form. If you believe your situation qualifies as an Exceptional or Unusual Circumstances (Which you can document), you may complete the form and submit the required documentation.

It is the policy of City Tech to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, unemployment status or status as a victim of domestic violence.

REQUIRED DOCUMENTATION

A. YOUR PERSONAL STATEMENT:

Provide a typed, signed, and dated *autobiographical account* describing the events in your life (from birth to the present), which led to your separation from your parents. Give an account for both parents. In addition, your explanation should include your last contact with both parents and your current relationship with them.

Additional documentation that is also appropriate to further support your situation would be: your birth certificate, death certificates, custody papers, police reports, court reports, social service agency letters, guidance/therapist letters, high school records, etc. All the information you provide will be used solely to determine your dependency status and will be kept by the Office of Financial Aid in confidence.

B. *THIRD PARTY STATEMENTS:*

Provide at least one letter from a third party adult professional who are not family members or friends and who can confirm the family circumstances you describe in your personal statement. Third party letter should be on the company's or organizations official letterhead explaining the circumstances with your parents or have the person's business card attached. Adult professionals include teachers, professors, guidance counselors, educational professionals, clergy members, lawyers, doctors, health professionals, therapists, psychologists, psychiatrists, social services professionals, and law enforcement officers. If you were raised by a family member or another person who is not your parent, a statement may be from that person. The persons providing statements must explain how they know you and how they came to know about your family circumstances.

C. *COMPLETE THE 2021- 2022 FAFSA:*

Apply online at www.studentaid.gov. If you are a tax filer, select the IRS Data Retrieval tool.

D. *INCOME DOCUMENTATION:*

Provide a signed copy of your 2019 IRS Tax Return Transcript or 2019 Federal Tax return Form, if you are a tax filer who did not select the IRS Data Retrieval tool. If you are a non-tax filer, provide proof of your non-taxable income for 2019, i.e. public assistance, social security benefits, cash support from family and friends. Also complete the 2021-2022 Standard Verification Worksheet.

Appeals must be submitted and a decision must be made before your last day of enrollment for the semester.

Deadline for submission for FALL 21: November 15, 2021

Deadline for submission for SPRING 22: April 15, 2022

I hereby certify that all information contained in this appeal for dependency re-classification, including the personal statement and other documentation, is true and complete to the best of my knowledge. I swear that I have not knowingly or intentionally provided any fraudulent information. I understand that if I am found to have knowingly or intentionally given false statements, my appeal will be denied and my eligibility for financial aid jeopardized.

Student's signature

Date