

**2019-2020 Special Consideration--Dependency Override Request**

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**Student Name:** \_\_\_\_\_ **CWID:** \_\_\_\_\_

You indicated on the Free Application for Federal Student Aid (FAFSA) that you may not be required to provide parental information. Answer the questions below and provide the appropriate documentation where indicated, according to your circumstances. Once your new documentation has been verified as complete it will be retained as part of your financial aid file and will not be requested again in subsequent years. Your dependency status must be verified before your financial aid can be finalized.

Please respond to the following questions:

**1. Were you born before January 1, 1995?**

- Yes. If you checked this box, you do not need to answer additional questions. Sign this form and submit it to the Financial Aid Office.
- No. If you checked this box continue to question 2.

**2. Were you legally adopted by your parent(s)?**

- Yes. If you checked this box, you are required to provide your adoptive parents' information on the FAFSA. You may do so on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- No. If you checked this box continue to question 3.

**3. At any time since you turned age 13, were both your parents deceased? Answer yes, for biological or adoptive parents, even if you are now adopted.**

- Yes. If you checked this box, you are required to provide copies of death certificates for each parent. Attach copies of the death certificates to this form and submit to the Financial Aid Office.
- No. If you checked this box continue to question 4.

**4. At any time since you turned age 13, were you in foster care? Answer yes even if you are no longer in foster care as of today.**

- Yes. If you checked this box you are required to provide a copy of all court documentation pertaining to your case OR a letter from the social services agency or caseworker familiar with the circumstances that led to your being placed in foster care. Attach copies of your documentation and submit to the Financial Aid Office.
- No. If you checked this box continue to question 5.

5. **At any time since you turned age 13, were you declared a dependent or ward of the court? Answer yes even if you are no longer a dependent or ward of the court as of today.**
- Yes. If you checked this box you are required to provide a copy of all court documentation pertaining to your case OR a letter from the social services agency or caseworker familiar with the circumstances that led to your being placed in the custody of the court. Attach copies of your documentation to this form and submit to the Financial Aid Office.
- No. If you checked this box continue to question 6.
6. **Are you or were you an emancipated minor as determined by the court in your state of legal residence? Answer no if you are still a minor and the court order is no longer in effect or the court's decision was not in effect at the time you became an adult.**
- Yes. If you checked this box, you are required to provide a copy of a court's decision that as of today you are an emancipated minor or were immediately before you reached the age of being an adult in your state. The court must be located in your state of legal residence. Attach copies of your documentation to this form and submit to the Financial Aid Office.
- No. If you checked this box continue to question 7.
7. **Are you or were you in legal guardianship as determined by a court in your state of legal residence? Answer no if the court order is no longer in effect or was not in effect at the time you became an adult.**
- Yes. If you checked this box, you are required to provide a copy of a court's decision that as of today you are in legal guardianship or were immediately before you reached the age of being an adult in your state. The court must be located in your state of legal residence. Attach copies of your documentation to this form and submit to the Financial Aid Office.
- No. If you checked this box continue to question 8.
8. **At any time on or after July 1, 2018, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?**
- Yes. If you checked this box provide a letter from your high school or school district liaison verifying your status. Attach a copy of the letter to this form and submit to the Financial Aid Office.
- No. If you checked this box continue to question 9.
9. **At any time on or after July 1, 2018, did the director of an emergency shelter or transitional housing program funded by the U. S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?**
- Yes. If you checked this box provide a letter from the director of the shelter that determined your status. Attach a copy of the letter to this form and submit to the Financial Aid Office.
- No. If you checked this box continue to question 10.

**10. At any time on or after July 1, 2018, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?**

- Yes. If you checked this box provide a letter from the director of the shelter or center that determined your status. Attach a copy of the letter to this form and submit to the Financial Aid Office.
- No. If you checked this box continue to question 11.

**11. If you answered no to each of the previous questions, do you still feel you have extenuating circumstances that prevent you from providing parental information on the FAFSA?**

- Yes. If you checked this box complete the Special Consideration Dependency Override Form and submit to the Financial Aid Office. This application is available at OSUT IT Financial Aid & Scholarships office only.
- No. If you checked this box continue to question 12.

**12. If you answered no to each of the previous questions, are your parents no longer supporting you and will not sign the FAFSA or provide information to complete the FAFSA?**

- Yes. If you check this box, you need to get a signed statement from one of your parents stating that they no longer support you and that they will not sign or provide their income information to complete the FAFSA. Doing this will automatically prevent you from receiving grant aid. You will only be eligible for an unsubsidized student loan.
- No. If you checked this box, you are required to report parental information on the FAFSA. You may do so at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You will need to provide a parent FSA ID as the parent signature. If your parent does not have a FSA ID, one may be requested at [www.fsaed.ed.gov](http://www.fsaed.ed.gov).

### **Signed Statement in Addendum**

Please explain, in detail, the circumstances relating to the items checked on the front of this page. We suggest you be as specific as possible to assist us in the review process. **Provide additional sheet.** This statement does not replace documents.

## OSU Institute of Technology

### Special Consideration-Dependency Override

#### Guidelines for Use of Professional Judgment

The Higher Education Act allows a financial aid administrator to make dependency overrides on a **case-by-case** basis for students with unusual circumstances. The student must provide adequate information to document the unusual circumstances. **According to the Department of Education guidelines none of the conditions listed below, singly or in combination, qualify as unusual circumstances or merit a dependency override.**

- 1) Parents refuse to contribute to the student's education;
- 2) Parents are unwilling to provide information on the application or for verification;
- 3) Parents do not claim the student as a dependent for income tax purposes;
- 4) Student demonstrates total self-sufficiency.

**Unusual circumstances do, however, include** an abusive family environment or abandonment by parents and may cause any of the above conditions.

Dependency overrides do not carry over from one year to the next. If the student is found independent for any reason, the financial aid office must reaffirm each year that the unusual circumstances persist and that an override is still justified.

Generally, the documentation of unusual circumstances should come from a third party that knows the student's situation (such as a teacher or member of the clergy), but in cases where this is not available, the school may accept a signed statement from the student detailing the unusual circumstances along with other documentation.

The only special consideration, which can be approved and reported on the original FAFSA, is a "Dependency Override." Making a request does not ensure the request will be approved. All supporting documentation must be submitted when you return the completed request. Additional information may be requested at the Financial Aid and Scholarship office. No decision will be made until all requested documents are on file in the Financial Aid and Scholarship office. Adjustments made based on the approval of a Special Consideration request remain in effect for one academic year only.

## 2019-2020 Special Consideration--Dependency Override Request

Applicants who are requesting a review of their unusual circumstances to enable them to apply as an independent student for financial assistance purposes must submit documentation to support their claim of independent status. The type of documentation may vary from student to student. However, certain standard documents are necessary to determine independent status. These documents should be submitted together for review.

- Applicant’s 2017 Federal Tax Transcript and all schedules.
- 2019-2020 Independent Verification Worksheet.
- Statements from third parties with regard to your situation (clergy, school counselor, etc.)
- Court documentation, which supports your claim for independent student status.
- Detailed letter from you, the applicant, detailing the unusual circumstances that may qualify you for a dependency override.

The Financial Aid and Scholarship office does not approve requests based on the submission of documents, but based on review and evaluation of what you submitted. Additional documents may be requested. All decisions of the Financial Aid and Scholarship office are final.

**I certify that the attached information is true and correct.**

Student Signature: \_\_\_\_\_ CWID: \_\_\_\_\_ Date: \_\_\_\_\_

**Financial Aid & Scholarships Office Use Only:**

Action Taken:                       Approved                       Disapproved                      Date: \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

*Please return form to:*  
**OSUIT Financial Aid & Scholarships**  
1801 E. 4<sup>th</sup> St., Okmulgee, OK 74447  
918.293.4684  
918.293-4650 (fax)  
[osuitfinancialaid@okstate.edu](mailto:osuitfinancialaid@okstate.edu)  
<https://osuit.edu/financial-aid/index.php>