



Office of Scholarships and Financial Aid  
**2024-2025 Dependency Appeal**

In unusual circumstances, a student who does not meet any of the criteria to be considered independent from their parents may still be considered to be independent on the basis of the financial aid administrator's professional judgment. You may use this form to request a review of extenuating circumstances regarding dependent status. It is important that you complete all portions of this appeal form and provide all requested documentation. Incomplete applications will not be considered. We will not ask you to provide missing information; the appeal will simply not be considered.

The following examples will **not** make you independent:

- Both parents refuse to contribute to the student's education
- Both parents are unwilling to provide information for the FAFSA or for verification purposes
- Both parents do not claim the student as a dependent for income tax purposes
- Student demonstrates total self-sufficiency

**Step 1:** Submit your 2024-2025 FAFSA at [www.fafsa.gov](http://www.fafsa.gov). Your dependency appeal will not be considered until your FAFSA is on file.

**Step 2:** Indicate if this is a new or renewal request. Please check one and follow steps to complete the process.

<input type="checkbox"/>	<p><b><u>NEW REQUEST FOR INDEPENDENT STATUS CHECKLIST:</u></b> If this is your first time requesting a Dependency Appeal, please submit the following documents.</p> <ol style="list-style-type: none"> <li>1. Submit a typed and signed letter of explanation detailing the special circumstances that make you independent from both parents. You must describe your current relationship (even if you do not have a relationship) with both of your parents. Address the following in your explanation: <ul style="list-style-type: none"> <li>• The nature of your relationship with both of your parents</li> <li>• Provide the date and place of your last contact with both parents</li> <li>• How you have been supporting yourself</li> </ul> </li> <li>2. Submit two typed and signed letters from individuals who can attest to your situation. The letter should be one to two pages in length and provide as much detail as possible describing your separation from both parents. <ul style="list-style-type: none"> <li>• One letter should be from a professional <b>individual</b> not related to the student (i.e. counselor, social worker, teacher, clergy, police, etc.). Please submit on professional letterhead.</li> <li>• The letter must include the individual's name, title or position, address, phone number, and must be signed.</li> <li>• The second letter may be from a relative who is aware of your situation.</li> </ul> </li> <li>3. Submit UHD's Independent Verification Form.</li> <li>4. Attach a copy of your <b>2022</b> tax return transcript, list of income earned for 2022 and W-2 form(s) or other earning statements if available. If you did not file a 2022 tax return, submit a Verification of Non-filing from the IRS. You can request a transcript from the IRS online at <a href="http://www.irs.gov">www.irs.gov</a> or by calling the IRS automated line at (800)908-9946.</li> </ol>
<input type="checkbox"/>	<p><b><u>RENEWAL REQUEST FOR INDEPENDENT STATUS CHECKLIST:</u></b> A dependency override is granted annually. If you were granted a dependency override in 2023-2024, please reapply by submitting the following documents.</p> <ol style="list-style-type: none"> <li>1. Submit an <i>updated</i> typed and signed letter of explanation detailing the special circumstances that make you independent from both parents. Address the following in your explanation: <ul style="list-style-type: none"> <li>• The nature of your relationship with both of your parents</li> <li>• Provide the date and place of your last contact with both parents</li> <li>• How you have been supporting yourself</li> </ul> </li> <li>2. Submit UHD's Institutional Verification Form.</li> <li>3. Attach a copy of your <b>2022</b> tax return transcript, list of income earned for 2022 and W-2 form(s) or other earning statements if available. If you did not file a 2022 tax return, submit a Verification of Non-filing from the IRS. You can request a transcript from the IRS online at <a href="http://www.irs.gov">www.irs.gov</a> or by calling the IRS automated line at (800)908-9946.</li> </ol>

UHD ID: \_\_\_\_\_ Student's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**Step 3:** Complete the tables below.

**Living Arrangements and Financial Support**

1. Where did you live in 2023?	<input type="checkbox"/> At Home with Parents	<input type="checkbox"/> Off Campus
2. Where will/did you live in 2024?	<input type="checkbox"/> At Home with Parents	<input type="checkbox"/> Off Campus
3. Did either of your parents claim you as an exemption on their federal tax return in 2023?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Will either of your parents claim you as an exemption on their federal tax return in 2024?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Did either of your parents provide your health insurance in 2023?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Will either of your parents provide your health insurance in 2024?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Did either of your parents provide your auto insurance in 2023?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Will either of your parents provide your auto insurance in 2024?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Student Budgets and Assets**—Round to the nearest dollar. Do not leave any blank.

2023 Student Income Resources	Monthly Amount	Source (i.e. work, parents, etc. N/A if not applicable)
Income from work	\$	
Unemployment Compensation	\$	
Social Security Benefits	\$	
Housing Assistance	\$	
Food Stamps	\$	
Other Income (i.e. monetary gifts)	\$	
Total:	\$	

**Step 4:** Certification Statement

*Your signature on this document confirms your acknowledgement of the following:*

- The information submitted for review is true and correct to the best of your knowledge.
- If you purposely give false or misleading information, you may be fined, sentenced to jail or both.
- I have read each section of this form and have provided the documentation required to evaluate my appeal.
- I understand that additional documentation may be required upon request.
- I understand that completion of this form is only a request for independent status and does not guarantee approval of my appeal.

Student Signature <i>(Blue or black ink, no electronic signatures accepted)</i>	Date
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***The form and required documents must be submitted no later than your last date of enrollment for the 2024-2025 academic year.***