
 2020-2021 Request for Change in Dependency Status Appeal Form

Last Name

First Name

MI

SWC ID Number

A. Explanation of Process and Standards

Federal law allows schools to exercise “Professional Judgment” to override the dependency status of students in some situations. Generally this can only be approved in circumstances where support of students by parents or contact between students and parents is either impossible or unreasonable to expect.

Circumstances that *may* warrant a dependency override (including but not limited to):

- Physical, emotional, or sexual abuse committed by parent(s)
- Criminal neglect or abandonment by parent(s)
- Incarceration or long-term hospitalization of parent(s)
- Permanent loss of contact with parent(s)

Circumstances that do *not*, in and of themselves, warrant a dependency override (including but not limited to):

- Refusal or inability of parent(s) to contribute to education costs
- Unwillingness of parent(s) to provide documentation/information requested
- Parent(s) not claiming student as an exemption/dependent on taxes
- Parent(s) residing in another state or country
- Students residing apart from parent(s) and/or being self-supporting

If you believe your circumstances warrant a dependency override, complete this form, attach any required documentation (see below), and submit it to the Financial Aid Office by the deadlines indicated. If your appeal is approved, the office will override your FAFSA to allow processing without the inclusion of parent information. This approval is only valid for Southwestern College and only for the specified academic year.

Note: Being considered independent does not necessarily make you eligible for more financial aid — you may actually have greater aid eligibility if you are dependent. Please be advised that any information submitted with this appeal is strictly confidential and is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA).

B. Previous Dependency Override

Were you approved for a dependency override by Southwestern College during the prior academic year? (Check one)

- No** (skip to the next section)
- Yes** If the circumstances for which you were previously granted an override remain unchanged, attach a signed and dated letter in your own words briefly explaining why you requested an override previously and clarifying whether the circumstances are the same. Skip the rest of the sections below, sign at the bottom of the form, and submit with your completed letter.

C. Support and Income Information

When was the last time you were in contact with your parent(s)? _____

When was the last time your parent(s) provided any form of support? _____

Briefly describe your living situation — do you rent or own a house/apartment/condo, do you live alone or with family, roommates, etc.? _____

Briefly describe how you now support yourself and pay living expenses. _____

D. Personal Circumstances

Please provide a written explanation describing why you think your circumstances warrant a dependency override. Make sure to address your relationship with **both** of your biological/adoptive parents, and why you don't feel their income should be considered. Please include the month/year of any relevant events (ex. police interventions, social worker investigations, counseling, when you moved out of parents' house, etc.). **Attach additional pages if necessary.** Information you provide is confidential.

E. Affidavit in Lieu of Parents Information and Verification Worksheet (attached)

Have the attached affidavits completed by **at least** one third party who knows you and your family, and who can attest to the circumstances you describe above. If possible, make copies of the affidavit and have it completed by more than one person. Third party affidavits **ideally** will be completed by persons or agencies who interacted with you and your family in a professional capacity (i.e. police, social workers, counselors/psychologists). Having multiple third party documentation from professionals familiar with your circumstances improves the likelihood of your appeal being approved. Submit all completed affidavits with this completed appeal.

ALSO, complete the attached **2020-2021 Verification Worksheet Independent Student V-1**, and submit it with this form.

F. Deadlines

Submit this appeal and attached documentation to the Financial Aid Office as soon as possible to avoid delays. See website for applicable deadlines. Late appeals may not be approved.

Submit completed appeals to the Financial Aid Office via Dropbox at <https://go.swccd.edu/dropbox>

G. Certification

If you are the student, by signing this application you certify that all of the information you provided is true and complete to the best of your knowledge and you agree, if asked, to provide additional information that will verify the accuracy of your completed form.

*****All information provided on this appeal is considered confidential. However, all Financial Aid employees are considered Responsible Employees and are mandated to report any incidents of sexual harassment, discrimination, assault, or abuse to the Title IX Administrator. If you have any questions or concerns, please contact the Dean of Student Services.**

Student Signature

Date

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Affidavit in Lieu of Parents Information

Last Name	First Name	MI	SWC ID Number
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The student named above is filing an appeal to be considered independent for financial aid purposes (not having to provide parent income information). If you are able to corroborate their explanation of why providing parent information should not be required, please complete the following information. Please be advised that any information submitted with this appeal is strictly confidential and is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA).

Declarant's name _____

Occupation _____

Phone number/email _____

What is your relationship to the student?

- Counselor/psychologist/clergy
- Social worker/case worker
- Investigating/intervening police officer
- Physician
- Other (please specify) _____

How long have you known the student? _____

Please provide a brief statement of your personal knowledge of the student's family history, especially their relationship with their parents. Indicated how you came to be involved with the student and their family. Please address the student's relationship with both biological/adoptive parents, and why you don't feel their income should be required. Please include the month/year of any relevant events (ex. police interventions, social worker investigations, counseling, when student moved out of parents' house, etc.).

Attach additional pages if necessary.

If you are the declarant, by signing this affidavit you certify that all of the information you provided is true and complete to the best of your knowledge.

Declarant Signature	Date
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VERIFICATION WORKSHEET INDEPENDENT STUDENT V-1 INSTRUCTIONS

The Verification Worksheet Independent Student V-1 requests 2018 income information about the student and spouse, if applicable. If you or your spouse filed a 2018 Federal Tax Return, you will need to use the IRS Data Retrieval Tool on the FAFSA **OR** request a 2018 Tax Return Transcript from the IRS and provide a copy to the Southwestern College Financial Aid Office.

Students and spouses who earned wages, but DID NOT file a 2018 Federal Tax Return, must provide copies of all W-2's. If wages were earned from the U.S. and not required to file a 2018 Federal Tax Return, you must also submit an IRS Verification of Non-filing Letter dated on or after 10/1/17, for you and your spouse.

Below you will find instructions on how to request an IRS Tax Return Transcript or Verification of Non-filing Letter.

Tax Filers: How to use the IRS Data Retrieval Tool

This is the quickest method to verify a 2018 Federal Income Tax Return.

1. Go to FAFSA on the Web at www.fafsa.gov.
2. Login to your account using your FSA ID.
3. Once logged in, click the option to "Make FAFSA Corrections" as this will take you to your completed FAFSA information.
4. If federal taxes have been filed, go to the student tax information section and update your status to "already completed" taxes. Answer series of questions that follow. If "no" is answered to each question, an option will be provided to "link to IRS."
5. Enter your student FSA ID and password, click on the IRS link, and you will be taken to the IRS website and asked to enter your student information.
6. Enter your name and address information EXACTLY as it appears on your 2018 Federal Tax Return.
7. If the tool can locate tax information, click the option to "transfer now."
8. Electronically sign and submit the FAFSA corrections made verifying income. You must provide your FSA ID to sign electronically.
9. If you are unable to retrieve data, you will need to request an IRS Tax Return Transcript.

Tax Filers: How to request an IRS Tax Return Transcript

If you cannot, or choose not to, utilize the IRS Data Retrieval Tool, you are required to provide a copy of your and your spouse, if applicable, 2018 Tax Return Transcript and W-2's.

1. Contact the IRS at www.irs.gov/Individuals/Get-Transcript or call 1-800-908-9946.
2. Be sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
3. You will need your Social Security Number, date of birth, and the address on file with the IRS. The address is the mailing address used when filing the 2018 IRS Federal Tax Return.
4. Alternatively, you can submit a completed paper IRS Form 4506-T Request for Transcript of Tax Return that can be mailed or faxed to the IRS. You must check BOX 6a on the form to request a tax return transcript.

The transcript(s) requested, depending on the time of year, are generally received within 10 business days from the IRS's receipt of your request.

Non-tax Filers: How to request an IRS "Verification of Non-filing Letter"

Non-tax filers must submit a 2018 W-2 form for each source of employment income earned in the U.S. **AND** a "Verification of Non-filing Letter" from the IRS dated on or after October 1, 2018, attesting that you and your spouse, if applicable, did not file a 2018 IRS Federal Tax Return.

1. Contact the IRS at www.irs.gov/Individuals/Get-Transcript or call 1-800-908-9946.
2. Request the "Verification of Non-filing Letter."
3. You can also submit a completed paper IRS Form 4506-T IRS Request for Transcript of Tax Return that can be mailed or faxed to the IRS. You must check BOX 7 on the form to request the "Verification of Non-filing Letter."