

2018-2019 Request for Change in Dependency Status Appeal Form

Last Name	First Name	MI	SWC ID Number
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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 **2018-2019 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, but by no later than the deadlines below. Late appeals may not be approved.

10/19/18 **For students attending fall only and not returning spring**

3/21/19 **For students attending fall and spring or spring only**

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.

Student Signature

Date

2018-2019 Request for Change in Dependency Status

Affidavit in Lieu of Parents Information

Last Name

First Name

MI

SWC ID Number

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.

Certification

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

2018-2019 Verification Worksheet Independent Student V-1

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for a review process called Verification. You (and your spouse, if applicable) must complete and sign this worksheet, attach any required documents, and submit the form along with any other additional information required by the SWC Financial Aid Office.

A. STUDENT INFORMATION

Student Name _____ Student ID Number _____

B. FAMILY INFORMATION

Please include in the table below all of the people in your household and their colleges, *if applicable*:

- You and your spouse, if applicable, and;
- Your children, if you will provide more than half of their support between 7/1/18 to 6/30/19, and;
- Other people if they now live with you, you provide more than half of their support, and you will continue to provide more than half of their support between 7/1/18 and 6/30/19.
- Provide the full name of the college for a household member attending at least half time for the 2018-2019 year. Attach an additional sheet of paper if more lines are needed.

Name of Household Member	Age	Relationship to Student	Full Name of College or Check None
		<i>Self</i> (Student)	<input type="checkbox"/> None <input checked="" type="checkbox"/> College Name: SOUTHWESTERN
		Spouse (if applicable)	<input type="checkbox"/> None <input type="checkbox"/> College Name:
			<input type="checkbox"/> None <input type="checkbox"/> College Name:
			<input type="checkbox"/> None <input type="checkbox"/> College Name:
			<input type="checkbox"/> None <input type="checkbox"/> College Name:

C. TAX STATUS INFORMATION**STUDENT/SPOUSE (IF APPLICABLE)**

- ☐ I certify I/we **DID** file taxes for 2016. I/We used the IRS Data Retrieval Tool OR I/we have attached the 2016 IRS Tax Return Transcript and W-2's (Instructions on page 2). **SKIP to Section E.**

OR

- ☐ I certify that I/we **DID NOT** file, will not, and am/are not required to file a 2016 U.S. Income Tax Return. **GO to Section D.**

D. INCOME INFORMATION FOR NON-FILERS ONLY

Total Wages Earned from Work, Salaries, Tips [ATTACH W-2's for Student and Spouse, if applicable]:

Student	\$	Spouse (if applicable)	\$
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If income was earned outside of the U.S., convert to U.S. dollars. If a foreign tax return was filed, attach a copy **AND** the SWC Foreign Income Conversion Form. When converting figures to U.S. dollars, use the exchange rate in effect on the day you completed your 2018-2019 FAFSA.

E. SIGNATURES

Signing this form certifies that the information reported is complete and correct and that any false statement or failure to provide proof when asked may be cause for delay, denial, reduction, or withdrawal of financial aid. Warning: purposely giving false and/or misleading information may be cause for a fine, sentence to jail, or both. Submit to the Financial Aid Office at the Chula Vista campus or to any of the Student Services Departments at any of the Higher Education Centers.

Student Signature _____ Date _____

VERIFICATION WORKSHEET INDEPENDENT STUDENT V-1 INSTRUCTIONS

Section C of the Verification Worksheet Independent Student V-1 requests information about the student and spouse, if applicable, 2016 Federal Tax Return. In order to provide that to the Southwestern College Financial Aid Office, you will need to use the IRS Data Retrieval Tool on the FAFSA **OR** request a 2016 Tax Return Transcript from the IRS. Below you will find instructions on how to utilize the IRS Data Retrieval Tool and how to request an IRS Tax Return Transcript. Section D of the Verification Worksheet Independent Student V-1 is for the student and spouse, if applicable, that DID NOT file a 2016 Federal Tax Return and earned wages and, if applicable, must provide copies of all W-2's. Submit your worksheet along with all requested documents to the SWC Financial Aid Office at the Chula Vista campus or to any of the Student Services Departments at any of the Higher Education Centers.

How to use the IRS Data Retrieval Tool

This is the quickest method to verify a 2016 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 2016 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.

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, 2016 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. Your address is the mailing address used when filing your tax return.
4. Alternatively, you can submit a completed paper 4506-T IRS Request for a 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 by you within 10 business days from the IRS's receipt of your request.