



Financial Planning Office
580 East Main Street
Spartanburg, S.C. 29302-1931
direct 864.596.9019
fax 864.596.9749
www.converse.edu
Financial.Planning@converse.edu

2019-2020 REQUEST FOR DEPENDENCY EVALUATION

Student Name _____ Converse ID: _____

Mailing Address _____
Street City State Zip Code

Email Address _____ Telephone _____

When you apply for federal student aid, your answers to certain questions on the Free Application for Federal Student Aid (FAFSA) determine whether you are classified as dependent on your parents or independent. Most traditional age college students are dependent and must report parental income. For financial aid purposes, a parent is defined as your *biological, adoptive and/or stepparent*. Legal guardians and other relatives are *not* considered parents for financial aid purposes and you should not use their information when filling out the FAFSA. We realize that in limited cases there are unusual and extreme circumstances that make a student independent. If you think that you have unusual or extreme circumstances that warrant a dependency override, you must provide proof of your situation. Therefore, in order for the Financial Planning Office to make this determination, you must supply information. The information listed under “**Documentation Required**” along with this completed form must be submitted together to the Financial Planning Office. Information that is received under separate cover will not be considered. The Financial Planning Office will review your application and documentation and will determine if your circumstances warrant a change in your dependency status. *The decision of the Financial Planning Office is final and cannot be appealed to the U.S. Department of Education.*

Return this form and all required documentation to the Financial Planning Office.

Documentation Required

1. A letter from you describing your situation in detail, including information about living arrangements. Your letter must be typewritten and have your original signature and date.
2. Signed letter(s) (with telephone numbers) from at least two others who have specific information about your situation. Examples of individuals who can supply acceptable letters include high school guidance counselor(s), clergy members, family members and/or other individuals who know specific information about your situation. (Information from a current Converse student on your behalf will not be considered). Please note: All third party statements/documentation must be notarized.
3. Other documentation that may support your claim of independence. Examples of other acceptable documentation include, but are not limited to, court documentation, police reports, letters or documents from other outside agencies such as the Department of Social Services, etc. Depending on your situation, this type of information may be required to support your case for a dependency override. The Financial Planning Office may also request additional information as it deems necessary. *Please note: Documentation submitted from official agencies should be typewritten on that agencies official letterhead with appropriate contact information.*



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4. If you have submitted a dependency override request for a previous academic year AND your circumstances have not changed, you must resubmit a request each academic year with a statement verifying that your circumstances remain the same. You will not receive an automatic dependency override for each academic year.
5. If you filed a federal tax return for 2017, attach your 2017 Tax Return Transcript. For additional information on requesting tax transcripts, visit our dedicated website at www.converse.edu/FinancialPlanning/IRS.
6. If you were not required to (and did not) file a federal tax return for 2017, attach copies of all W2 form(s) provided by your employer(s) for 2017. You must also attach a Verification of Non-filing letter from the IRS. For additional information on requesting IRS tax information, visit our dedicated website at www.converse.edu/FinancialPlanning/IRS.

Certification:

My signature below certifies that the information I have attached to this form is accurate and correct to the best of my knowledge. My signature also gives the Financial Planning Office permission to contact any of the persons referred to in my documentation. If I have purposely given false or misleading information, I understand that I will have to repay all financial aid I received. In addition, I may be referred to the Secretary of the U.S. Department of Education and may be subject to a fine of \$10,000 and/or imprisoned.

Student Signature

Date

Please note: **None** of the conditions listed below singly or in combination, qualify as unusual circumstances meriting a dependency override:

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