



## 2023-2024 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 Student Financial Aid to make this determination, you must supply information. The information listed under “**Documentation Required**” along with this completed form must be submitted together to Student Financial Aid. Information that is received under separate cover will not be considered. Student Financial Aid will review your application and documentation and will determine if your circumstances warrant a change in your dependency status. ***The decision of the Student Financial Aid Administrator is final and cannot be appealed to the U.S. Department of Education.***

**The US Department of Education now permits dependency overrides only for the most extreme circumstances such as the student’s parents cannot be located or an otherwise dependent student has been a victim of domestic violence and can no longer reside with parents per Dear Colleague Letter GEN-03--07 dated 04/04/2003.** Parents refusing to contribute to the student’s education, parents unwilling to provide information on the application or for verification, not being claimed by a parent on a tax return, or the student demonstrating self-sufficiency **are not** acceptable reasons for granting a dependency override. If such an extreme situation applies to you, please follow the instructions below.

**Return this form and all required documentation** to Student Financial Aid.

### 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.



## STUDENT FINANCIAL SERVICES

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. Student Financial Aid 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.*
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 2022, attach your 2022 Tax Return Transcript or signed copies of your 2021 Federal 1040 tax form. For additional information on requesting tax transcripts, visit our dedicated website at [www.converse.edu/FinancialPlanning/IRS](http://www.converse.edu/FinancialPlanning/IRS).
6. If you were not required to (and did not) file a federal tax return for 2022, attach copies of all W2 form(s) provided by your employer(s) for 2022. 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](http://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 Converse University Student Financial Aid 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: As a reminder **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