LESLEY UNIVERSITY

FINANCIAL AID
Dependency Override Request
2013-2014

At this time, US Department of Education guidelines indicate you are a DEPENDENT student. If you satisfied at least one of the following criteria at the time you completed and signed your 2013-2014 Free Application for Federal Student Aid (FAFSA) you would be automatically considered an INDEPENDENT student:

- You were born before January 1, 1990.
- You were married on the date you filed your 2013-2014 FAFSA.
- You possess a bachelor's degree and you are enrolled, or will be enrolled, in a master's or doctoral program at the beginning of the 2013-2014 academic year.
- You are currently serving on active duty in the U.S. Armed Forces for purposes other than training purposes.
- You are a veteran of the United States Armed Forces.
- You have legal dependents, other than a spouse, who meet the definition of a legal dependent found in the 2013-2014 FAFSA.
- At any time since you turned age 13, either you were in foster care or were a ward of the court.
- You are or were an emancipated minor as determined by a court in your state of legal residence.
- You are or were in legal guardianship as determined by a court in your state of legal residence.
- You had your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless.
- You had the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless.
- You had the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless.

The US Department of Education recognizes exceptions to the above criteria and allows the Office of Financial Aid to waive a student's dependency status when extenuating family circumstances fall within certain parameters and are substantiated through legal documentation. If you have experienced parental abandonment, abuse, neglect, or the like you may petition for independent student status for financial aid purposes. The information gathered by the Office of Financial Aid will remain strictly confidential.

Conditions that *Do Not* Qualify-

- You demonstrate financial self-sufficiency; you live on your own, or do not reside with your parent(s).
- Your parent(s) refuse to provide required financial information on your 2013-2014 FAFSA or to the Office of Financial Aid.
- Your parent(s) refuse to assist with or pay for your college education.
- Your parent(s) cannot afford to assist with, or pay for your college education.
- Your parent(s) no longer claim you on their Federal Income Tax Return.
- You do not want your parents' assistance to pay for college.

Notification- Dependency Override Requests may take several weeks to review, which is contingent upon the receipt of all required documentation. The Office of Financial Aid will review and process requests and mail written confirmation of approval or denial. If a change in a student's financial aid eligibility occurs due to his/her request, a revised Financial Aid Award Letter will be mailed. *All decisions made by the Office of Financial Aid are final*.

Directions for Completing the Dependency Override Request:

1. **Personal Statement-** Please submit a signed and dated one page letter that completely and explicitly explains the basis of your request. It is important to include a specific reason, date(s) and circumstance(s) for the break from your parents. Please note: any information gathered by the Office of Financial Aid will remain strictly confidential and will be used for financial aid purposes only.

2. **Documentation-** The specificity of documentation depends on your personal situation. Please refer to Section B on the Dependency Override Request for further instruction. Your request must be substantiated through legal documentation. The Office of Financial Aid has the legal authority to require you to submit supporting documentation verifying claims reported on your Dependency Override Request.

3. **Complete both sides of the Dependency Override Request-** Incomplete forms and/or forms lacking the necessary legal documentation will be returned.

4. **Return** your Personal Statement and Dependency Override Form to:
   Lesley University Office of Financial Aid
   Attention: _____ (FAO Representative)
   29 Everett Street
   Cambridge, MA 02138-2790

LESLEY UNIVERSITY

FINANCIAL AID
Dependency Override Form
2013-2014

A. Student Information

Last Name (Please Print) First Name Middle Initial

Lesley ID# OR xxx-xx- Last 4 digits of Soc Sec No.

Address (include apartment number)

Date of Birth

City State Zip Code

Phone Number (include area code)

Email Address

Cell Phone Number (include area code)

B. Reason for your Request

Indicate the extenuating circumstance that applies to your personal situation with a "√ "and attach *all* of the legal documentation indicated.

❑ **Severe family circumstances prevent you from obtaining your parent(s)' financial information.**

Examples:

- An abusive home situation which is detrimental to your physical or mental well-being
- Abandonment by both parents
- History of parental alcohol or drug abuse
- Incarceration of your custodial parent

Documentation Required:

⇨ One Professional Letter verifying the family circumstances described in your Personal Statement.
Professional Letters must be written on official letterhead and written and signed by a professional adult. Professional adults include: clergy members, guidance counselors, doctors, family counselors, mental health professionals, Lesley University faculty and/or counselors, law enforcement officers, professional staff of Children and Family Services (Public Assistance Department), and court officials. *Please Note:* Personal references not representing a professional agency must be notarized.

❑ **Death of your custodial parent after filing your 2013-2014 FAFSA and your surviving parent meets one of the above "severe family circumstances".**

Documentation Required:

⇨ One Professional Letter. See documentation required under "severe family circumstances" above for further explanation.

⇨ A copy of your parent's death certificate. If your last name is different from your parent's, provide legal documentation of birth, adoption, marriage, divorce, or other circumstances proving your relationship.

❑ **You are a non-citizen of the United States (eligible to receive Federal financial aid funding), your parent(s) reside in a foreign country, and you are unable to communicate with your parent(s) due to long standing political policy or civil unrest in your parent(s)' country of residence.**

Documentation Required:

⇨ Signed statements from the embassy or consulate of the country in which your parents reside which clearly state the policies of that country or of the United States preventing mail or funds from being readily transferred between residents of the United States and the country in which your parent(s) reside.

OR…

⇨ If an official government statement is not readily available, a similar statement from a refugee organization written on official letterhead.

AND…

⇨ A notarized statement from your United States sponsors (if applicable) or a family member verifying the level and type of support you receive from family, friends, and/or sponsors.

❑ **Your extenuating circumstances are not described above. Your situation prevents you from having contact with your parents in order to provide parental information on your 2013-2014 FAFSA.**

Documentation Required:

⇨ One Professional Letter. See documentation required under "severe family circumstances" above for further explanation.

C. Personal Data

1. Did you file or will you file a 2012 Federal Income Tax Return? Yes ☐ No ☐
   ⇨ If you answered "*yes*", attach a copy of your 2012 Federal Tax Transcript.
2. When did you last live with your parent(s)? Month _____ Year _____
   What year were you last claimed as a "dependent" on your parent(s)' Federal Income Tax Return? Month _____ Year _____
3. Are you included as a "dependent" under your parent(s)' health insurance medical plan? Yes ☐ No ☐
   ⇨ If you answered *"no"* please submit a copy of your health insurance medical plan.
4. When did you last receive financial support from your parent(s)? Month _____ Year _____
5. Do you have the use of and/or own an automobile while attending Lesley University? Yes ☐ No ☐
   ⇨ If you answered "*yes*" please submit a copy of your automobile's registration.

D. Financial Data

⇒ Report your 2012 income and total 2013 income below:

SOURCE OF INCOME	2012 INCOME Refer to 2012 Federal Income Tax Return *or* applicable docs.	ACTUAL INCOME 1/1/2013 to Date *or* 1/1/2013 to 12/31/13	ESTIMATED INCOME To Date through 12/31/2013 *If applicable*	*PROJECTED 2013 INCOME* (Actual Income + Estimated Income)
Wages				
Interest				
Dividends				
Cash Support				
Social Security Benefits				
AFDC/ADC Benefits				
Untaxed Income				
Other				

⇒ Report your current monthly expenses below:

EXPENSE	MONTHLY EXPENDITURE	WHO PAYS for or PROVIDES for these EXPENSES
Housing		
Utilities		
Food		
Clothing		
Transportation		
Medical		
Personal		

E. Certification

Please check ***one*** of the following boxes:

❑ I am submitting this dependency override appeal for ***initial consideration*** during the 2013-2014 academic year. I understand that if my appeal is approved, Federal Regulations require me to submit a statement verifying that the documented unusual family circumstances continue to exist for each subsequent year I wish to receive financial aid as an independent student.

❑ My Appeal for Dependency Override was approved in ***a prior academic year by the Lesley University Financial Aid Office.*** I understand Federal Regulations require me to submit a statement verifying that the documented unusual family circumstances continue to exist for each subsequent year I wish to receive financial aid as an independent student.

By signing this form, I certify all information reported to the Office of Financial Aid is complete and accurate.

_____ _____

STUDENT'S SIGNATURE DATE