

DEPENDENCY OVERRIDE REQUEST

Student's name: _____ **Phone:** _____

Address: _____ **Date of birth:** _____

Federal regulations permit financial aid administrators to assess individual cases and determine independent status when there are documented unusual circumstances that justify the exclusion of parental information. By submitting this request to the Financial Aid and Billing Office, you are indicating that your unique situation qualifies for the exclusion of parental information from your federal aid report for the 2026-27 academic year.

Read the information in the box below before submitting this request. If you feel your dependency status should be reviewed for reasons other than one of the categories listed below, complete this form and submit it to the financial aid office with appropriate documentation.

The primary obligation for college expenses rests with the student and his/her parents according to federal aid regulations. The federal government **does NOT** allow a college to exclude parental income/assets solely for any of the following reasons:

- *Parents' refusal to contribute to the student's education*
- *Parents not claiming the student as a dependent for income tax purposes*
- *Student demonstrating total self-sufficiency*
- *Parents' unwillingness to provide information or documentation for the federal application or for verification*

If you are unsure of your next steps after reviewing the information above, please contact the Financial Aid and Billing Office at the phone number listed at the bottom of page 3. If you mistakenly omitted parental information on your FAFSA, **do not return this form**. Instead, **update your FAFSA by adding your parent(s)' information and signature online at studentaid.gov** or by submitting paper corrections using your FAFSA Submission Summary (FSS) to the address provided on the FSS. Your financial aid cannot be processed until these corrections are made.

To continue with your request for a dependency override, complete this form and provide the required letters and documentation to the financial aid office as explained on page 3. **Do not leave any blanks on this form.**

1. Provide the name of each of your parents and their current address or location:

Mother: _____

Father: _____

2. Describe the nature of your most recent contact with your parents and when that occurred:

Mother: _____

Father: _____

3. When did you last live with your parent(s)? _____

4. When did your parent(s) last provide any financial support for you? _____

5. How often do you have contact with your parent(s)? _____

Enter your JCC ID: J _____
FA 2627 DEPOV

6. How have you been supported financially, and with whom have you lived for the past 12 months? _____

7. On the lines below, explain your situation and why you are unable to list either of your parents on your federal aid application (attach a separate signed statement if you need additional space):

- 8. Provide the financial aid and billing office with a **signed and dated statement from a third party** that supports your case in detail. (See examples of third-party references and detailed instructions for writing a supporting statement on page 3.) The third-party statement should be on their letterhead; otherwise, the signature must be notarized.
- 9. Provide the financial aid and billing office with a **signed and dated statement from a relative** that supports your claim. The letter must state their relationship to you, how long they have known you, and include details about your relationship with your parents. This document must be notarized. (See instructions for writing a supporting statement on page 3.)
- 10. You must be a matriculated (accepted) student at JCC for us to consider your request. Please make certain you have applied for admission to our institution before submitting this request to our office. Apply online at sunyjcc.edu.
- 11. If you have questions regarding this form or what our office needs to consider your dependency override request, contact the financial aid office at one of the phone numbers listed at the bottom of page 3.

Return this form, a letter from a third party, and a notarized letter from a relative to the financial aid and billing office at the campus you attend. The financial aid and billing office is unable to photocopy material for you. Incomplete requests will delay the processing of your financial aid. Plan a minimum of 4-6 weeks for the review process to complete after submission of all required documentation. Written notification of the outcome of this review will be sent to the address the college has on file for you.

Certification:

I certify that all information reported on this form and all supporting documentation I am submitting to the financial aid office for a dependency status override is true, complete, and accurate. I understand that if I purposely give false or misleading information, I may be fined, sentenced to jail, or both.

Student signature: _____ **Date:** _____

Instructions for Dependency Override: supporting documents

The information stated on the Dependency Override Request must be verified by at least two sources: a third party who is aware of your home situation and can verify the information you have provided and a relative who is **not** a biological or adoptive parent. A copy of this page can be provided to your relative or third party to assist them in writing a supporting statement and providing appropriate documentation.

Third-party references:

Examples of third-party references include but are not limited to: social worker or social service agency, attorney, court official, teacher, counselor, clergy, psychiatrist, psychologist, medical professional, law enforcement agent, or employer.

Instructions for third-party references: Submit a signed and dated statement, preferably on official letterhead. If letterhead is not available, the statement must be *notarized*. Your statement should include: your professional title and name, type of business or organization, business address and telephone number, and contact information in case further details are needed. Additionally, attach any relevant supporting documentation (see examples below) as appropriate.

Relatives:

Examples of relatives are grandparents, aunts, uncles, adult siblings, or adult cousins.

Instructions for relative: Submit a signed, dated, and notarized statement. The written statement **must** include the following:

1. **Your Relationship to the Student** – Describe how you know the student and the length of your relationship.
2. **Student's Last Contact with Parents** – Provide details about when the student last lived with their parents and/or last received financial support from them.
3. **Parental Relationship and Whereabouts** – Share any knowledge you have regarding the student's relationship with their parents and their current whereabouts.
4. **Reason for Excluding Parental Information** – Explain why the student is unable to provide parental information on the federal aid application.
5. **Additional Relevant Information** – Include any firsthand knowledge that helps illustrate the student's situation and supports their request

Please ensure your statement is signed, dated, and follows the submission requirements outlined above. Additionally, attach any relevant supporting documentation (see examples below) as appropriate.

Additional supporting documentation:

Please attach any additional documents to support your request. Examples of acceptable documentation include:

- **Custody Granted to Someone Other Than Biological or Adoptive Parents**
 - Most recent court document showing the granting of custody.
- **Death of a Parent**
 - Copy of the death certificate.
 - If the student and parent have different last names, provide a copy of the student's birth certificate.
- **Parent Incarcerated**
 - Statement from the correctional facility or courthouse indicating the jail sentence and expected release date.
- **Other**
 - Any legal documents that help explain the student's circumstances.

Ensure all submitted documents are clear and legible. If you have questions about what documentation to provide, please contact the Financial Aid and Billing Office.