

REQUEST FOR A DEPENDENCY OVERRIDE – INFORMATION

The US Department of Education determines a student's status as dependent or independent by the answers the student provides on the seven questions listed in Step Three of the Free Application for Federal Student Aid (FAFSA). Students are classified as dependent or independent because federal aid programs are based on the principle that students (and their parents or spouse) are considered the primary source of support for postsecondary education.

In rare and well-documented cases, a student's financial aid dependency classification may occasionally be changed due to circumstances like abusive family situations, release into court custody for their protection, current parental incarceration or complete parental breakdown of a family relationship due to more than personal choice.

NOTE: that the factors below do NOT make a student eligible for a Dependency Override:

- Parental unwillingness to give information or financial help to the student;
- Whether or not the parents claim the student on their federal tax return;
- Whether or not the student lives with the parent;
- Whether or not the student pays all their own expenses.

The following information covers the procedure that determines a student's eligibility for a Dependency Override. The University of Otago's Director, US Financial Aid will review a student appeal by examining the supporting documentation provided by the student and will either approve or deny the student request. The student will be notified in writing within 14 days of the decision being made.

NOTE: The Director's decision is final and cannot be appealed to the US Department of Education.

Circumstances given consideration:

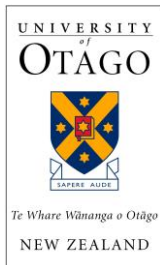
1. A student's voluntary or involuntary removal from their parent's home due to an extreme situation that threatened the student's health and/or safety and due to these conditions parental support was terminated.
2. Incapacity of parent(s) such as incarceration, mental or physical illness or the inability of the applicant to locate the parent(s).
3. Other extenuating circumstances that can be sufficiently documented.

Review Procedures

1. All submitted documentation will be reviewed by the Director, US Financial Aid.
2. An official notification of the director's decision will be sent to the student along with an explanation of any further action necessary to complete his/her application for aid.

Renewal of a Dependency Override for future years

A Dependency Override is granted on a yearly basis. Therefore, a student who was granted a Dependency Override in the previous academic year must reapply each subsequent year. The Director, US Financial Aid will request documentation from the student regarding their current status for review.



REQUEST FOR A DEPENDENCY OVERRIDE APPLICATION

Student's name _____

Student's ID number _____

Email address _____

Contact phone number _____

1. Did anyone claim you on their most recent Federal Income Tax Return? YES NO

If YES, person's name	Relationship to you

2. Did anyone claim you on their most recent Federal Income Tax Return? YES NO

If YES, person's name	Relationship to you

Have you previously been approved for a Dependency Override at University of Otago? YES NO

SECTION A

A personal letter of appeal, explaining the reason for your request for a dependency override. Provide as much detail as possible describing your separation from your parents. The following information is required:

- include the last contact you had with each biological parent and the frequency of contact with each biological parent over the past (5) years.
- Explain why you cannot provide parental information on your most recent FAFSA.
- Describe your living arrangements over the past five years, including with whom you resided and who has provided support to you.
- Ensure your name, Social Security number; student number and signature are included in the letter.

SECTION B

Letters from two individuals who can attest to your situation.

Each letter should provide as much information as possible describing your separation from your parents.

- One letter should be from a professional individual not related to you – counsellor, social worker, clergy, police etc.
- Each letter must include the individual's name, title or position, address and signature.
- The individuals cannot be related to each other **AND** must reside at different addresses.

I certify that the information listed on the form and all supporting documents concerning my request for dependency override is correct and complete.

Student's signature	Date (MM / DD / YYYY)
Mail to US Financial Aid Section International Office University of Otago PO Box 56 Dunedin, 9054, New Zealand Fax: (64 3) 479 8367	Hand or courier to US Financial Aid Section International Office University of Otago Archway West Building 90 Union Place East Dunedin 9054, New Zealand Fax: (64 3) 479 8367