



2023-2024 DEPENDENCY OVERRIDE APPEAL REQUEST

The U.S. Congress designed the Federal Student Aid programs around the basic premise that families have the primary responsibility to pay for higher education as they are able. The objective of the Federal Financial Aid programs is to help students pay the difference between the cost of education and the amount they and their families can contribute.

Students apply for student financial aid using information from both themselves and their parents unless they meet the Federal Title IV definition of an independent student. Independent students are those who meet at least one of the following criteria:

- Were born before January 1, 2000;
- Are married as of the date they apply for federal aid;
- Are graduate or professional students (beyond a bachelor's degree);
- Have legal dependents other than a spouse;
- Are orphans or wards of the court;
- Were in foster care after the age of 13;
- Are/were an emancipated minor as determined by a court in their state of legal residence;
- Are/were in legal guardianship as determined by a court in their state of legal residence;
- Were determined to be an unaccompanied/homeless youth on or after July 1, 2022;
- Are veterans of the U.S. Armed Forces;
- Are currently serving on active duty for purposes other than training.

Sometimes *extraordinary* circumstances make it impossible for a student who does not meet the Federal definition of independent student status to expect a financial contribution from his/her parents toward educational expenses. In such cases, the college may authorize a dependency override appeal, allowing the student to apply for financial aid using only his or her income and asset information. Examples of extraordinary circumstances might include documented cases of child abuse, incarceration of the custodial parent, or estrangement from parents due to extreme or dangerous family situations.

*The college will **not** authorize Dependency Override Appeals when the basis for the request is one or more of the following: 1) Parents refuse to contribute to the student's education; 2) Parents are unwilling to provide information on the application or for verification; 3) Parents do not claim the student as a dependent for federal income tax purposes; or 4) Student demonstrates total self-sufficiency. Further, the Dependency Override Appeals may not be granted based only on a student's previous independent status or because the student claims to be "self-supporting".*

Students who wish to apply for a Dependency Override Appeals must submit all the following documentation:

1. A letter of explanation, written by the student, detailing the extraordinary family circumstances that led to the student leaving the parents' household. The letter must include information on how the student has supported him/herself since leaving the parents' household, including the nature and amount of support received from relatives or friends, if any;
2. Letters (on their **official business letterhead** stationery) from **two professionals** verifying the family circumstances described by the student. Professionals include guidance counselors, clergy members, teachers, doctors, family counselors, mental health professionals, and law enforcement personnel;
3. Signed copy of student's lease or rental agreement and, if appropriate, copy of utility bill in the student's name;
4. Signed copies of the student's federal income tax returns and W-2 Forms for 2021 and 2022;
5. Proof of current employment (current pay stub with year-to-date information).

DEPENDENCY OVERRIDE APPEAL REQUEST Student Name: _____ Phone Number _____

Please check the term for which you are submitting a Dependency Override Appeal. The deadlines* are as follows:

Fall 2023 – July 3, 2023 Spring 2024 – December 4, 2023 Summer 2024 – April 22, 2024

*Extreme extenuating circumstances outside of the deadlines will be reviewed on a case-by-case basis. Please contact the Financial Assistance Department.

For a student to be independent one must have support. This includes support from income, “in-kind” support (free room/board per month equating to a yearly value of \$12,000), a car to drive or money from friends/relatives. When completing this form, list all support you receive or will receive. *NOTE: Dollar amounts listed under “income” or “expenses” cannot be ‘all’ blank or \$0. These categories have a dollar value. No further processing will take place until this form has been completed and submitted to the Financial Assistance Department (FAD). (The base year for 2023-24 processing is 2021)*

What income did you have to provide for yourself?

	Actual Yearly 2021	Projected Yearly 2023
Earned Income Wages (include spouse if married)	\$ _____	\$ _____
Savings	\$ _____	\$ _____
Benefits (SSI, unemployment, child support)	\$ _____	\$ _____
Financial Aid	\$ _____	\$ _____
Support from Others (parents, relatives, friends; either in the form of bills paid for you or board being provided for you)	\$ _____	\$ _____
TOTAL INCOME	\$ _____	\$ _____

What Are Your Expenses?

	2021	2023
Housing/Rent	\$ _____	\$ _____
Food	\$ _____	\$ _____
Transportation Expenses	\$ _____	\$ _____
Personal	\$ _____	\$ _____
Other	\$ _____	\$ _____
TOTAL EXPENSES	\$ _____	\$ _____

If expenses exceed income by \$1,000, a detailed explanation is required before processing continues.

CERTIFICATION: All of the information provided on this form is true and correct to the best of my knowledge and belief. I agree to give proof of the information that I have given on this form, if asked by an authorized official of the college. I further understand that if I do not give proof when asked, my request for dependency override appeal will not be considered.

Student's Signature
Date
Student ID

**Send this form and all required documentation to: Mail: College of Southern Maryland - Financial Assistance Department (FAD)
P.O. Box 910 La Plata, MD 20646 | Email: finaid@csmd.edu**

Students will be notified in writing as to the college's decision on this request. If granted, this applies to the above academic year and is not transferred to the next. If you continue to have unusual circumstances, you must reapply.

FAD Office Hours: Monday-Thursday 8:30 a.m. - 5:00 p.m.
Friday 8:30 a.m. - 4:30 p.m.
FAD Office Phone: 301-934-7531