

2023-2024 Unusual Circumstance (Dependency) Form



Name: _____

Return to:
finaid-speccirc@ship.edu

S.U.I.D.: _____

The Higher Education Act allows a Financial Aid Administrator to consider dependency overrides on a case-by-case basis for students with unusual circumstances.

However, none of the conditions listed below, singly or in combination, qualify as unusual circumstances or merit a dependency override:

- Parents refuse to contribute to the student's education
- Parents are unwilling to provide information on the application or for verification
- Parents do not claim the student as a dependent for income tax purposes
- Student demonstrates total self-sufficiency

Instructions to submit form:

1. Must be initiated with a letter of explanation from the student requesting consideration of his/her particular circumstances. **Please explain in detail.**
2. Must have a signed statement from a third party having firsthand knowledge of the circumstance. This statement must be on agency letterhead and can be from a social worker, school official, church official, or others in a position of authority that are familiar with the situation. The statement must include contact information.
3. Must have a signed statement from a personal reference (over age of 21) which can include a family member, neighbor, supervisor, or parent of a friend having firsthand knowledge of the circumstances. Personal references must include contact information.
4. Complete Section A of this form.
5. Refer to documentation requirements (see below) when preparing your request.
6. Submit W2(s), if worked in 2021
7. Submit a **signed** copy of your 2021 Federal Tax Return or transcript, if you filed taxes.
8. Please select the box next to the circumstance that fits your situation in Section A.

A. Unusual Circumstances in which revisions may be made:

Unusual circumstances exist within your family that prevent you from obtaining your parent's financial information, such as:

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

Documentation Requirements:

1. Copies of any legal/court documentation relevant to your situation.

Death of costodial parent after filing the FAFSA and no communication exist with the surviving parent.

Documentation Requirements:

1. Copy of Death Certificate

Victim of Human Trafficking, as described in the Trafficking Victims Protection Act of 2000

Documentation Requirements:

1. Copy of Certification Letter (victims 18 or older) from the Dept. of Health and Human Services (HHS) or Eligibility Letter (victims under 18) from HHS

Legally granted refugee or asylum status

Documentation Requirements:

1. Copy of Arrival-Departure Record (I-94) from the U.S. Citizenship and Immigration Services (USCIS) showing a status of "Refugee," "Asylum Granted," "Parolee," "Conditional Entrant," or "Cuban-Haitian Entrant."

By signing this worksheet, I (we) certify that all the information reported on it and submitting with it is complete and correct. If asked, I (we) agree to provide further documentation as requested.

Student's Signature

Date