



Financial Aid Office

2024-2025 Dependency Override Form

Student Name: _____ Student ID: _____

The US Department of Education has given the Financial Aid Office guidance regarding situations that do and do not qualify as an unusual circumstance that would merit a dependency override.

The definition of a dependency override is a dependent student's inability to submit parental information on the Free Application for Federal Student Aid (FAFSA) due to an unusual circumstance.

The following circumstances **do not** 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; and/ or
- Student demonstrates total self-sufficiency.

However, the following circumstances may merit a dependency override.

- an abusive family environment (e.g., sexual, physical, or mental abuse or other forms of domestic violence)
- abandonment by parents
- incarceration or institutionalization of both parents
- parents lacking the physical or mental capacity to raise the child
- parents whereabouts unknown or parents cannot be located
- parents hospitalized for an extended period
- an unsuitable household (e.g., child removed from the household and placed in foster care)
- married student's spouse dies, or student gets divorced

The following is needed for a student to apply for a Dependency Override:

1. A personal letter explaining in as much detail as possible the reason you are separated from your parents. Your letter should include the whereabouts of your parents (if known, state unknown), last known contact you have had with your parents (this includes holidays and birthdays), your living arrangement over the past year(s) and who has supported you financially. Please note: if one of your parents has died, you can include a copy of the death certificate along with your appeal.

2. A letter from someone who can attest to your situation. The letter should support the information you submitted regarding your situation and list any additional details.

3. A letter from a professional individual not related to the student – counselor, social worker, teacher, clergy, police, etc. Please submit on organizations letterhead. Please note: this letter cannot be from an individual from Keystone College.

4. A completed and signed 2024-2025 FAFSA

5. A signed and dated copy of the student's 2022 Federal Income Tax Return with appropriate schedules (1, 2, 3 and C if applicable) and/ or all W2s/1099s (this includes social security benefits received on behalf of the student).

6. Please complete the following information:

Did anyone claim you on their Federal Income Tax Return?

- No
- Yes, Person's Name: _____
 Relationship to Student: _____
 Year(s) _____

Did you receive TANF, SNAP, or Social Security Benefits in 2022 and 2023?

- No
- Yes, List the name(s) of the source, how much you received PER MONTH, and the number of months you received the benefit in 2022 and 2023.
 Source: _____ Amount: \$ _____
 Number of Months Received: _____

7. Provide the following information regarding your monthly expenses for 2023:

Expense	2022	2023
Housing (rent/ mortgage)		
Child Care		
Food		
Utilities		
Credit Card(s)		
Medical/ Dental		
Clothing		
Auto (includes payments, insurance and maintenance)		
Other Personal Expenses		
Total Monthly Expenses		
Total Annual Expenses		

Certification and Signatures

Each person signing this worksheet certifies that all the information reported on it is complete and correct. The student and one parent must sign and date.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

 Student's Signature

 Date

All documentation required must be submitted at the time the appeal is submitted for it to be processed. Incomplete applications will not be processed.

Do not mail this worksheet to the U.S. Department of Education.

Submit this worksheet to:

**Keystone College
 Student Central
 Att: Financial Aid
 One College Green
 LA Plume, PA 18440
 Fax: 570-945-8967**

financialaid@keystone.edu

You should make a copy of this worksheet for your records.