



2012-13 Dependency Appeal

1. Read the entire packet to understand what you need to do.
2. Complete this form and return it with all required documentation to the address listed below.
3. Your appeal will be forwarded to a financial aid administrator for review. If additional documentation or information is required, you will be notified by telephone, by email, or by regular mail.
4. When a decision has been made regarding your dependency status, you will be notified by email or by regular mail. All decisions are final.
5. Use the following checklist to ensure that your appeal is complete. Please do not submit your appeal until you have completed all steps and gathered all necessary documentation. **Incomplete appeals will not be reviewed.**

_____ Complete page 2 by outlining the unusual or mitigating circumstances that support why you should be considered an independent student.

If your reason for filing an appeal is that you support yourself or your parents refuse to support your education, those reasons alone are not sufficient to submit a dependency appeal.

_____ Attach documentation supporting your appeal (refer to POSSIBLE SITUATIONS AND REQUIRED DOCUMENTATION section on page 4).

_____ Attach a **signed** 2011 IRS Tax Return Transcript.

_____ Attach documentation of any other income you received in 2011. This includes proof of receipt of food stamps (SNAP benefits).

_____ Attach a completed and **signed** 2012-13 Verification Worksheet, available online at <http://www.utoledo.edu/financialaid/forms.html>.

_____ Attach a completed and **signed** 2012-2013 **paper** Free Application for Federal Student Aid (FAFSA), available at <http://www.utoledo.edu/financialaid/forms.html>. If you have already filed a 2012-2013 FAFSA, you do not need to complete another one.

Please return all documentation together in a packet to:

The University of Toledo
Office of Student Financial Aid
2801 W. Bancroft Street, Mail Stop 314
Toledo, OH 43606-3390

The criteria that determine a student's dependency status for federal financial aid purposes are established by the U.S. Congress and the U.S. Department of Education. If you can answer yes to any one of the following questions, you are considered an independent student and you do not need to file an appeal. You may apply for financial aid online as an independent student at www.fafsa.ed.gov.

- Were you born before January 1, 1989?
- As of today, are you married? (Also answer "yes" if you are separated but not divorced.)
- At the beginning of the 2012-13 school year, will you be working on a master's or doctorate program (MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Are you a veteran of the U.S. Armed Forces?
- Do you have children who will receive more than half of their support from you between July 1, 2012 and June 30, 2013?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2013?
- At any time since you turned age 13, did you no longer have any living parent (biological or adoptive), were you in foster care, or were you a ward/dependent of the court?
- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- As determined by a court in your state of legal residence, are you or were you in a legal guardianship?
- At any time on or after July 1, 2011, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2011, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development (HUD) determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2011, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or was self-supporting and at risk of being homeless?

If you do not meet one of the above conditions, but still feel there are circumstances that warrant being considered independent of your parents, **you must provide the appropriate supporting documentation required for your situation.** Please refer to the chart on page 4 to clarify what is necessary for your appeal. This chart offers the most common situations presented for consideration in a dependency appeal, however, it is not comprehensive. **If you have questions regarding your specific situation, please contact Rocket Solution Central (RSC) for assistance.**

POSSIBLE SITUATIONS AND REQUIRED DOCUMENTATION

<u>SITUATION</u>	<u>REQUIRED DOCUMENTATION</u>
Your parents have abandoned you and you have been under the care of another adult or have been supporting yourself since.	Letter from high school guidance counselor and letter from one other professional source.
You and your parents have severed all contact due to circumstances that would constitute endangerment (physical or psychological) to you.	Court documentation or police report(s) and letter from a counselor or other professional source who is personally familiar with your situation.
Your parent (in a single parent family) or both of your parents (in a two parent family) are incarcerated.	Documentation of incarceration.
Your supporting parent is deceased and you have no contact with your surviving parent.	Copy of death certificate and letter or document from one professional source.

It is your responsibility to identify the parties who may be able to help you document your situation. The following are suggestions for sources you may go to for documentation to support your dependency appeal. **Letters from parents, friends, or roommates are not acceptable.**

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| <ul style="list-style-type: none"> ▪ Minister ▪ Doctor ▪ Attorney ▪ Counselor/therapist | <ul style="list-style-type: none"> ▪ Relative (not a parent) ▪ Teacher/professor ▪ University administrator ▪ Caseworker |
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Any letter submitted as documentation from a professional source should be on letterhead stationery and should include:

- Your name
- The nature of the writer's relationship to you and the length of time they have known you
- The reason(s) why you cannot provide your parents' information on the FAFSA
- The writer's name, signature, address, and telephone number

PLEASE NOTE:

Upon receipt of your documentation it may be necessary to request additional information to clarify or supplement information already submitted. You will be notified if additional information is needed.