

Office of Financial Aid  
2014-2015 Dependent Status Override Form

Student Name: \_\_\_\_\_ J# 

--	--	--	--	--	--	--	--

CCP email address: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Note: Appeals are reviewed based on the order of which they are received. However, during peak processing periods, which are April – September and December – February, the review process may take 4 weeks or longer. There is no guarantee a dependency override will be granted. Students should make the appropriate payment arrangements to satisfy tuition and fees when due to prevent from being dropped for non- payment. Notification of the appeal decision will be sent to your CCP email account.

**Based on the guidelines set by the U.S. Department of Education you are a Dependent student. We do recognize that there are special circumstances in which students are not able to obtain parents' information.**

**Listed below are reasons that will not be considered:**

- Student has a parent or step-parent that refuses to provide information or support.
- Student has chosen to leave parents and put him/herself through college.
- Student is living at home (or with relatives) but paying rent.
- Student resides on his/her own, and pays their own rent/housing.
- Student's parents reside outside of the United States.

**1). Required documentation -Failure to include the required information will result in an automatic denial.**

- Three different letters** from **1)** the student; **2)** two other parties that can substantiate information provided by the student.
  - o All letters must be **signed** by the person writing the letter.
  - o Whereabouts of **both** parents must be included in all (3) letters along with the **parents' names**.
  - o The letters should explain the circumstances that led to you not having contact with each of your parents.
  - o Letters should include the last date of contact with parents.
- As part of the (3) letters you can submit one from DHS; high school counselor; and/or a church official on letterhead explaining the parental situation. Please note they must identify both parents in their letters.
- Any court documentation showing custody or guardianship orders.
- Death certificate for deceased parent or obituary.
- A copy of your leasing or rental agreement, copy of monthly bills (in your name)
- **We are required to verify income for students submitting a Dependency Override form. Please submit the following in addition to your override documentation.**
  - 2014-2015 Independent Verification Worksheet (V1)
  - 2013 IRS Tax Transcript (or IRS data retrieval) and all 2013 W-2 forms
  - If you did not file a tax return, please provide a letter explaining how you are financially supported.

Student Name: \_\_\_\_\_

J#: \_\_\_\_\_

DPSTAT

**2). Please answer all questions**

**Did anyone claim you on their 2013 Federal Income Tax return?**

- No
- Yes – Person's name \_\_\_\_\_  
Relationship to you \_\_\_\_\_

**Have you previously been approved for a dependency override at CCP? (check one)**

- No- you must provide all the required documents listed above.
- Yes- Students who have been approved for a Dependency Override in a prior year **must** submit:
  - An updated letter.
    - The updated letter should state the names of both parents and provide information as to what is the current relationship between the student and both parents.
  - 2014-2015 Independent Verification worksheet (V1)
  - 2013 IRS Tax Transcript and all 2013 W-2 forms.

**I understand by signing this form, I certify that the information provided on this form and the supporting documentation submitted is both true and complete.**



\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Please include all requested documents with this form and return to:**

**Mailing Address:**

Community College of Philadelphia  
Office of Financial Aid  
Mint Building, MG-13  
1700 Spring Garden Street  
Philadelphia, PA 19130

**For in-person submission, visit us at:**

Enrollment Central, Bonnell Building, Ground Level

**Note: Additional information may be requested at a later date.**

**FOR OFFICE USE ONLY**

- APPROVED
- DENIED

\_\_\_\_\_  
APPROVED BY

\_\_\_\_\_  
DATE