

DEPENDENCY OVERRIDES

Students who request a dependency override must submit a signed and dated written letter explaining in detail the circumstances for which they believe they qualify for the override. Additionally, the student must submit any documentation or evidence to prove the statements in their letter if possible. The student must also acquire and submit supporting letters from friends or relatives and preferably a clergy member, school employee, shelter employee, etc to support the student's position. Once all letters and documentation is gathered, the FAO will submit them to the Director or Sr. Financial Aid Specialist with a Dependency Override Request Form for approval. If approved, the FAO may make corrections to the ISIR indicating it is for a Dependency Override. A granted override is good only for that particular award year and must be re-submitted/reviewed the following award year. The resubmitted documents should be placed behind the ISIR in the student's file. Resubmitted documents generally require the student to resubmit all documentation or review the current documents and certify (by re-signing/dating his or her letter) that circumstances have not changed.

