



Office of Financial Aid

## 2011–2012 Dependency Appeal Application

Dear Appeal Applicant:

You are considered an independent student for financial aid purposes if you meet one of the following conditions at the time you complete and sign the 2011-2012 Free Application for Federal Student Aid (FAFSA):

- you will be 24 years old by December 31, 2010
- you are a graduate student working on a post-baccalaureate degree
- you are married
- you are an orphan or a ward of the court
- you are a veteran of the U.S. Armed Forces
- you have legal dependents other than a spouse who meet the definition of a legal dependent found in the FAFSA instructions

**If you meet any of the above conditions, you do not need to complete this application.**

Many students feel that they are independent because they currently live on their own or because their parents no

longer claim them as dependents on their income taxes. Others feel they should be considered independent because their parents refuse to provide information on the FAFSA or because their parents cannot afford to help them with college expenses. However, these reasons are not sufficient for an appeal. The Financial Aid Office is required to consider parent information and expect a parental contribution for students who are not independent according to the above FAFSA definitions unless exceptions are made. *Exceptions are made only when adequate documentation is provided.*

If you are a dependent student according to the above information, but wish to apply for financial aid as an independent student, you must complete this form to appeal for re-classification. Carefully read all of the instructions, complete this form and return it to the Financial Aid Office with all the required documentation. Within 10 business days the Financial Aid Office will make a final determination of your status.

*Filing this form does not guarantee that your appeal will be granted.*

### A. Reason for Appeal (check only one)

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- 1. A severe situation exists in your family that prevents you from obtaining your parent's financial information. Physical or emotional abuse, severe estrangement, abandonment, parental drug or alcohol abuse, mental incapacity or another such situation beyond your control are examples of such a situation.
- 2. You are a non-U.S. citizen (who is otherwise eligible to receive Federal Financial Aid according to your non-citizen status) and your parents currently reside in a foreign country. However, you are not able to obtain parental information because of a long-standing political policy or civil unrest in the country where your parents live, which prevents mail or funds from passing into or out of the country.
- 3. You have been supporting yourself entirely on your own for an extended period of time (a minimum of 12 months), receiving no support whatsoever from your parents. This means that you must be paying all your own bills, including rent, food, utilities, school-related expenses, medical expenses, clothing and transportation with your own funds, excluding any Federal Aid you may have received as a dependent student.

### B. Personal Statement and Documentation

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In order for your appeal to be considered, you must illustrate why you feel you should be considered independent. Please write a personal statement in which you describe your circumstances and provide documentation that supports the information contained in your statement. The information required depends upon your reason for appeal. You need only provide the items requested for your appeal reason; you may disregard the other two sets of instructions. When writing your personal statement, *be complete and specific*. A short, highly generalized statement will cause your appeal to be denied. Be assured that all the information you provide will be held in the strictest confidence. *Attach all statements and documentation, in chronological order, securely to this application.*

***If you checked Reason #1, please complete the following:***

**PERSONAL STATEMENT:** On separate paper, tell us in your own words why you should be considered an independent student. Explain how and over what time period you came to support yourself. If you are receiving support from friends or relatives, you must describe the nature of that support and how you came to receive it. You must also describe the events in your family that led to your current separation from your parents.

**DOCUMENTATION:** Provide statements from at least two professional adults (other than family members) who can verify the family circumstances you described in your personal statement. Professional adults include clergy members, guidance counselors, teachers or professors, doctors, family counselors, mental health professionals, and law enforcement officers. The statements you submit must be originals, *not photocopies*.

***If you checked Reason #2, please complete the following:***

**PERSONAL STATEMENT:** On separate paper, tell us in your own words why you should be considered an independent student. Explain how and over what time period you came to support yourself. If you are receiving support from friends or relatives, you must describe the nature of that support and how you came to receive it. You must also describe the situation in the country where your parents reside that prevents mail and/or funds from leaving or entering the country.

**DOCUMENTATION:** Provide a statement from an official from the embassy (or other diplomatic office) of the country where your parents live that describes the political policy or civil unrest that exists there. The statement must verify that it is impossible to get mail and/or funds into or out of the country. The statement must be an original, *not a photocopy*.

***If you checked Reason #3, please complete the following:***

**PERSONAL STATEMENT:** On separate paper, tell us in your own words why you should be considered an independent student. Explain how and over what time period you came to support yourself. If you are receiving support from friends or relatives, you must describe the nature of that support and how you came to receive it.

**DOCUMENTATION:** Provide the following documentation. *Note: You may provide photocopies of the following items, as these materials must be held permanently in your financial aid file. Originals of any item sent will not be returned.*

**1. Independence for Tax Purposes:**

- a. Provide copies of your parents' 2009 and 2010 income tax returns showing that they did not claim you as an income tax exemption. If your parents file separately, are divorced, or are separated, you must provide copies of both parents' tax returns.

**2. Income:**

- a. Provide copies of your pay stubs from the past four weeks from all jobs that you currently hold. Be sure to indicate the pay period for each (weekly, biweekly, monthly, etc.). Pay stubs must indicate your current address.
- b. Provide signed copies of your 2009 and 2010 tax returns. If you have not yet filed a 2010 tax return, you must provide copies of your 2010 W2s from all jobs.
- c. If you receive any income other than wages, such as Social Security Benefits, Worker's Compensation, interest on investments, etc., provide documentation of that income in the form of pay stubs, year-end-statements, etc.

**3. Housing and Utilities:**

- a. Provide a copy of your lease, property title, or other written housing agreement. If you do not have a written housing agreement, provide a notarized affidavit from your landlord naming the property in which you live and indicating that s/he receives rent from you. If you have lived at your current residence for less than a year, you must provide a housing agreement for the previous year.
- b. Provide copies of first and last month's receipts or canceled checks used to pay for rent, utilities, and phone.

**4. Other Expenses:**

- a. Provide 2 copies of canceled checks or statements from credit cards used to pay for food, clothing, personal care items, school supplies, medical insurance/services, etc. Please provide a copy of your health insurance policy.
- b. If you drive a car, provide two copies of receipts for or canceled checks used to pay for car loan, insurance, maintenance, etc. Also provide copies of your car's registration and your auto insurance policy.

### C. Biographical Information

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Last name	First name	M.I.	Social Security Number
Address			Date of birth
City	State	Zip code	Phone number
Employer			Employer's phone number
Semester and year you first attended college (e.g. Fall 2009)			Current year in college (e.g. Sophomore)

### D. Monthly Expense and Income Worksheet (complete the worksheets)

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1. **Current Expenses:** Estimate your current monthly expenses below and how they are covered. Types of expenses are listed in the first column. Enter your estimate of monthly costs in the second column. In the third column, give the name and relationship (to you) of the person(s) who pays the expense or provides the item for you. If you pay the cost, enter "SELF" in the third column.

Expense	Monthly Cost	Who Pays or Provides
Housing	\$	
Utilities	\$	
Food	\$	
Clothing	\$	
Transportation	\$	
Medical	\$	
Personal	\$	
Other (specify) _____	\$	

2. **Current Income:** Report your current monthly income below. Types of income are listed in the first column. Enter your monthly income amount for each in the second column. In the third column, list the source (e.g. Starbucks, Gap).

Type of Income	Monthly Income	Source(s)
Wages	\$	
Interest	\$	
Dividends	\$	
Untaxed Income	\$	
Cash Support	\$	
Other (specify) _____	\$	

## E. Additional Information (answer all questions)

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1. In what year did your parent(s) last claim you as a dependent on a Federal Tax Return? \_\_\_\_\_
2. When did you last live with your parent(s)? \_\_\_\_\_
3. When did you last receive financial support from your parent(s)? \_\_\_\_\_
4. Are you included as a dependent under your parent(s)' medical plan? YES / NO  
If yes, give the name and address of the medical insurer. \_\_\_\_\_
5. Do you own or have the use of an automobile while attending NEC? YES / NO  
If yes, give the name and address of the registered owner (if you are the registered owner, please also provide a copy of your car's registration). \_\_\_\_\_

Remember: The success of your appeal depends on you—what you tell us in your personal statement and what you show us in your documentation. You should concentrate on providing facts, not opinions. Provide any and all information that you feel will help outline your situation. *You must provide all requested documentation in order for this appeal to be considered.* All information will be kept confidential and will only be used to determine your dependency status for financial aid application purposes. If you have any questions, please contact the Financial Aid Office at (617) 585-1110.

## F. Student Certification

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I hereby certify that all information contained in this appeal for independent status, including my personal statement and other documentation, is true and complete to the best of my knowledge. I swear and affirm that I have not knowingly or intentionally provided any false statements of fraudulent documentation. I understand that if I am found to have knowingly or intentionally given false or fraudulent statements and/or documentation, my appeal will be denied and my eligibility for financial aid jeopardized.

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Student's Signature

Date

**Note: We will contact you within approximately 10 business days to notify you if your appeal was approved. If approved, we will request that you forward your FAFSA to us at that time. Please do not do so until requested.**

### FOR FINANCIAL AID OFFICE USE ONLY:

Action taken:

Approved

Denied

Additional Information Requested      Date Requested \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Date Received \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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Financial Aid Officer's Signature

Date