



APPEAL FOR A DEPENDENCY OVERRIDE

2009 – 2010
ACADEMIC YEAR

The Office of Financial Aid at Essex County College may consider a student under the age of 24 as self-supporting only in unusual circumstances.

Situations that would not commonly be acceptable reasons for a Dependency Appeal:

- Student is living at home (or with relatives) but paying rent.
- Student has ongoing arguments with parents' and due to this the parents refused to help the student.
- Student has chosen to leave parents and put him or herself through college
- Parents have chosen not to provide help with the student's college expenses or provide financial information.
- Student lives with or has a step-parent who refuses to provide support or income information.
- Students who are emancipated.

Circumstances which may be considered:

- The student's voluntary or involuntary removal from their parents' home due to an extreme situation that threatened the student's health and/or safety and due to these conditions, parent support was terminated.
- Incapacity of parent(s) such as incarceration, mental or physical illness or the inability of the applicant to locate the parent(s).
- Other extenuating circumstances that can be sufficiently documented.

Review Procedures:

- All submitted documentation will be reviewed by the Financial Aid Office to determine if your appeal will be granted.
- An official notification of the decision will be sent to the student along with an explanation of any further action necessary to complete your application for aid.
- If you have already completed a FAFSA for the year under review, the Office will make any necessary corrections electronically to the original FAFSA.
- If you have not filed a FAFSA for the year under review, you must complete a paper FAFSA and submit it with your Dependency Override Appeal.
- All the documents you submit will be maintained in your student file in the Financial Aid Office.

Renewal of a Dependency Override for future years:

A dependency override is granted on a yearly basis. Therefore, a student who was granted a Dependency Override in the previous year must reapply each concurrent year. The Financial Aid Office will request documentation from the student regarding their current status. If the student is re-approved for the Dependency Override, the Office will need to make necessary changes.

Instructions for Documenting your Dependency Override:

Please complete this form and submit all documents and information to:
The Office of Financial Aid, Essex County College
303 University Avenue
Newark, New Jersey, 07102

NOTE: THE DECISION OF THE FINANCIAL AID OFFICE IS FINAL AND CANNOT BE APPEALED TO THE U.S. DEPARTMENT OF EDUCATION.

REQUIRED DOCUMENTATION FOR DEPENDENCY APPEAL

Please carefully read all the information listed below. You must provide the required letters indicated and the proper documentation that applies to your situation. Attach all information to this appeal form.

Two Letters to support your Dependency Override (you must submit these two letters with your appeal):

First Letter

A letter from a professional individual not related to you such as a Counselor, High School Guidance Counselor, Social Worker, Clergy, Police etc., who knows your family background and can provide supporting documentation of your separation from your parents. **This letter must be written or typed on company stationery.** It must contain the individual's name, title or position, address and it must be signed.

Second Letter

The second letter can be from either a professional or nonprofessional individual (family) who knows your family background and can provide information regarding your separation from your parents. Again, this letter must be written or typed from an objective third party, the letter must support why you cannot get your parent's financial information for the FAFSA.

Parent or Parents are Deceased:

- Provide a copy of the death certificate of the deceased biological parent.

Parent(s) is Incarcerated:

- Submit documentation from a Parole Officer or the Courts that the parent (s) is currently incarcerated.

Statement of Support for the Student (NOTE: Use form on Page 4 of this packet, if applicable):

- Please have the person(s) who supported you in 2008 complete the Statement of Support included with this package. Make additional copies of the Statement of Support, if more than one person supported you in 2008.

Verification of Student's Income:

- Please submit a copy of your 2008 Tax Return, income from work, (if you did not file a tax return for 2008) welfare, unemployment (a printout of weekly amount received from unemployment) and/or documentation of other untaxed income received in 2008.

Student was incarcerated in 2008:

- Submit documentation from a Parole Officer or the Courts verifying student was incarcerated in 2008.

2009-2010 FAFSA:

- Important:** If you have not filed a FAFSA for the year under review, you must complete a paper FAFSA and submit it with your Dependency Override. **DO NOT FILE THE FAFSA. SUBMIT IT TO THE FINANCIAL AID OFFICE.**

