NCCentral UNIVERSITY
Office of Scholarships and Student Aid

DEPENDENCY OVERRIDE FORM
2019-2020

The U. S. Department of Education, determines a student's status as dependent or independent by the answers the student provides on the seven questions listed in Step Three of the Free Application for Federal Student Aid (FAFSA). Students are classified as dependent or independent because federal student aid programs are based on the principle that students (and their parent(s) or spouse, if applicable) are considered the primary source of support for postsecondary education.

Self-sufficiency of the student or parental unwillingness to financially contribute to a student's education is not sufficient reasons for determining a student's status as independent. There are however, situations where a student may have unusual circumstances in which s/he should be considered independent. A justifiable reason to excuse the parents from their financial responsibility must exist.

The following information covers the procedure that is applied to determine a student's eligibility for a "Dependency Override". A Financial Aid Administrator will review the student's appeal by examining the supporting documentation provided by the student, and based on their professional judgment, will either approve or deny the student's request. The student will be notified in writing of the decision.

NOTE: The Financial Aid Administrator's decision is final and cannot be appealed to the U.S. Department of Education.

SECTION I: CIRCUMSTANCES GIVEN CONSIDERATION

A. A 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.
B. Incapacity of parent(s) such as incarceration, mental or physical illness or the inability of the applicant to locate the parent(s).
C. Other extenuating circumstances that can be sufficiently documented.

SECTION II: REVIEW PROCEDURES

A. All submitted documentation will be reviewed by the Financial Aid Administrator to determine if the student will be granted a dependency override.
B. An official notification of the Administrator's decision will be sent to the student along with an explanation of any further actions necessary to complete his/her application for aid.
C. If the student has already completed a FAFSA for the year, the Financial Aid Administrator will make any necessary corrections electronically to the original ISIR.
D. If the student has not yet filed a FAFSA for the year, please complete the FAFSA and leave the parent section blank.

SECTION III: 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 academic year must reapply each year. The Financial Aid Administrator will request documentation from the student regarding their current status. If the student is re-approved for the Dependency Override, the Financial Aid Administrator will need to make necessary changes as listed in Section II, C and D.

NOTE: To be considered for a "Dependency Override," you must complete the back of this form and provide the documentation requested to the Office of Scholarships and Student Aid.

ENTER YOUR 9-DIGIT NCCU ID → | | | | | | | | | |

Please allow 24 hours to acknowledge receipt of documents. You may view the status on MyEOL

Student's Full Name:_____ **NCCU Banner ID:**_____

STUDENT INFORMATION AND CERTIFICATION (*Please print clearly. Do not leave any item blank.)*

1. Did anyone claim you on their 2017 Federal Income Tax Return?
   - ☐ No
   - ☐ YES — Person's Name:_____ Relationship to you:_____
2. Did anyone claim you on their 2016 Federal Income Tax Return?
   - ☐ NO
   - ☐ YES — Person's Name:_____ Relationship to you:_____
3. Have you previously been approved for a Dependency Override at NCCU? *(check one)*
   - ☐ NO — You must provide the documents required under letters **A, B, C, D, E** and **F**.
   - ☐ YES — You must provide the documents required under letters **A, C, D, E** and **F**.

A. A personal letter of appeal explaining the reason for your request for a dependency override. The letter should be one to two pages and provide as much detail as possible describing your separation from your parents. You are required to include the following information:

- The whereabouts of your biological father and biological mother including their current living arrangements. Include the last contact you had with each biological parent and the frequency of contact with each biological parent over the past five (5) years.
- Why you cannot provide parental financial information on the 2018-2019 FAFSA.
- Your living arrangements over the past five (5) years. With whom have you resided? Who has provided support to you over the past five (5) years?
- Your name, your student ID number, and your signature.

B. Notarized Letters from two individuals who can attest to your situation. Their letters should be one to two pages and provide as much detail as possible describing what they know of your separation from your parents.

- The first letter should be from a professional individual (counselor, social worker, police, etc.)
- The second letter can be from either a professional or nonprofessional individual. (Friend, family member)
- Each letter must include the individual's name, title or position, address and **must be signed**.
- The individuals cannot be related to each other AND must reside at separate addresses.

C. Complete a 2019-2020 FAFSA online (https://studentaid.gov) — leave the parent section blank.

D. A copy of the student's 20167 Tax Return Transcript or transfer tax data using the IRS Data Retrieval Tool on https://studentaid.gov or W2's if not required to file.

E. A completed and signed 2019-2020 Independent Verification Form. — complete all pages**.**

I certify that the information listed on the form and all supporting documents concerning my request for a Dependency Override is correct and complete.

_____ _____

Student's Signature **Date**

Please allow 24 hours to acknowledge receipt of documents. You may view the status on MyEOL

ENTER YOUR 9-DIGIT NCCU ID → | | | | | | | | | |

NCCentral UNIVERSITY
Office of Scholarships and Student Aid

V1I- STANDARD
INDEPENDENT VERIFICATION WORKSHEET
2019-2020

Your application was selected for review in a process called *verification*. In this process we compare and confirm the information that you and/or your spouse provided on the FAFSA to ensure its accuracy. The law says we have a right to ask you for this information before awarding Federal aid. If there are differences between your FAFSA information and your financial documents, you or the school may need to correct your FAFSA information electronically**. We cannot continue processing your financial aid application until all requested information is received and completed.** Please fax these requested documents to 919/530-7959 or mail to address at the end of the form. **Information from this worksheet may be used to correct your FAFSA.**

Section A: Information about You

Print the information requested below:

_____ _____
Student's Last Name First Name MI Student Banner ID

_____ _____
Student's Street Address (include Apt. No) Student's Home Phone # / Student's Cell Phone#

_____
City State Zip

Email address:_____

Section B: Information about You & Your Family

Print the information requested below: **Do not leave this section blank**.

1. Your **current** marital status:
_____Married/Remarried _____Single _____Divorced/Separated _____Widowed

Month and year you were married separated, divorced or widowed _____/_____

Did your Marital Status change after December 31, 2017? ☐ Yes ☐ No

2. List all the people in your household. Write in the name of the college for anyone you listed here that will be attending college at least half-time between July 1, 2019 and June 30, 2020

This includes:
Yourself and/ or your spouse.
Your Children: If you will provide more than half of their support from July 1, 2019 through June 30, 2020. If requested, must provide documentation
Other people if you provide more than half their support and will continue to provide more than half their support from July 1, 2019 through June 30, 2020. If requested, must provide documentation

Please list all family members as indicated below (Yourself, spouse, children, other dependents, etc.)

Full Name	Date of Birth	Age	Relationship to Student	College attending in 19-20
1. _____	_____		Student	NCCU
2. _____	_____		_____	_____
3. _____	_____		_____	_____
4. _____	_____		_____	_____
5. _____	_____		_____	_____
6. _____	_____		_____	_____

Please allow 24 hours to acknowledge receipt of documents. You may view the status on MyEOL

ENTER YOUR 9-DIGIT NCCU ID → | | | | | | | | | |

Section C: Student and Spouse Filing Status

Order IRS Tax Return Transcript by phone: 1-800-908-9946 or online at www.irs.gov

Check the appropriate box for each person listed in Section B.

☐ Has used the IRS DRT in FAFSA on the web to transfer 2017 IRS income tax return information into the student's FAFSA _____ Student _____Spouse

☐ Has requested or will request the 2017 IRS Tax Return Transcript(s) _____Student _____Spouse

If you did not file taxes for 2017, you must provide a "Verification of Non Filing Letter" from the IRS dated on or after October 1, 2018 that indicated a 2017 IRS income tax return was not filed with the IRS. You may obtain this letter by completing the Form 4506-T and mailing it directly to the IRS. Once received from the IRS, please provide a copy of the Verification of Non Filing Letter to our office (include student's name & Banner ID).

(*complete filing statement*** if selecting one of the options below)**

☐ Was not employed and had no income from work for 2017 _____ Student _____Spouse

☐ Was not employed but had other sources of income in but am not required to file a 2017 Federal tax return _____ Student _____Spouse

Student Non-Filing Statement

I, _____ hereby certify that I did not file and am not required to file a 2017 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.

Signature: _____ Date_____

Spouse Non-Filing Statement

I, _____ the spouse of the student listed on page one**,** hereby certify that I did not file and am not required to file a 2017 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.

Signature: _____ Date_____

List all sources of income for the student that were received from January 1, 2017 to December 31, 2017. This includes but is not limited income earned from working, work-study, wages from self-employment, social security, SSI.

Complete chart below and attach copies of ALL W2's or statements of earnings received. If there are no earnings, please put zeroes.

Source of income (i.e.. Rapid Cleaning Co.)	**Amount Earned from January 1, 2017 to December 31, 2017**	**Documentation** (i.e.,.W2 from employer)
1.		
2.		
3		
4.		

Section D: Certification Statement and Signatures

Each person signing this worksheet certifies that all of the information reported is correct and complete. If married, spouse's signature is optional.
WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

X_____
Student Date

X_____
Spouse (optional) Date

Return completed form and all requested documents to:
Office of Scholarships and Student Aid
P. O. Box 19496, Durham, NC 27707
Fax: 919/530-7959

Please allow 24 hours to acknowledge receipt of documents. You may view the status on MyEOL

ENTER YOUR 9-DIGIT NCCU ID → | | | | | | | | | |