



## 2017-18 Dependency Status Change Appeal Instructions and Required Documentation Checklist

Review the instructions and checklists below and submit the required documents attached to the Dependency Override Appeal Form. Student name and UT EID are required on all submitted documents. Submit unaltered photocopies of your documents.

**Submit ONE SIDED ONLY pages. Please remove all staples.**

**DEPENDENCY STATUS CHANGE (INITIAL APPEAL):** New UT Austin students (entering freshman or transfer students) or currently enrolled UT Austin students who have never appealed for Dependency override before.

- 1.) **Submit your FAFSA at <http://fafsa.ed.gov> with only student information completed.** Choose “I am unable to provide parental information” on the Dependency Status Results screen to submit your FAFSA online. Please contact OFA if you cannot access FAFSA online.
- 2.) **REQUIRED PERSONAL STATEMENT:** Attach a signed personal statement written by you, the student, describing the circumstances of your current family situation. Include: a.) a narrative of events with dates, and b.) an explanation of how these events led up to the deterioration / dysfunction in the parent-child relationship with both of your parents and your estrangement from them; c.) include any attempts made to reestablish communication or reconciliation.
- 3.) **REQUIRED:** Signed Copy of 2015 income tax return and all 2015 W-2 forms and all tax schedules and forms.
- 4.) **REQUIRED:** Signed copy of 2016 tax return, all 2016 W-2 forms, and all tax schedules and forms.
- 5.) **SUPPORTING DOCUMENTATION:** Submit supporting documentation, as applicable, to your situation (police reports, restraining orders, text messages, emails, letters, etc.)
- 6.) **THIRD PARTY STATEMENTS: Submit at least two signed statements** on official letterhead from a third party (e.g., counselor, physician, therapist, teacher, clergy, court officer, etc.) with first-hand knowledge who can verify the circumstances you describe in your personal statement. Non-professional third party statements may be submitted, but must be signed and notarized. Be sure the third party states their relationship status with you, and how long they have been familiar with the circumstances surrounding your appeal.

**DEPENDENCY STATUS CHANGE (RENEWAL):** Currently enrolled UT Austin students who have been approved for dependency status change in the previous school year applying for financial aid for the upcoming school year are required to submit updated documentation of continued estrangement from both parents and/or continued dysfunction regarding the parent-child relationship with both parents.

- 1.) **Submit your FAFSA at <http://fafsa.ed.gov> with only student information completed.** Choose “I am unable to provide parental information” on the Dependency Status Results screen to submit your FAFSA online. Please contact OFA if you cannot access FAFSA online.
- 2.) **REQUIRED PERSONAL STATEMENT: submit an updated signed personal statement** summarizing your original circumstances and describe your current relationship status with your parents.
- 3.) **SUPPORTING DOCUMENTATION: Submit any updated or new** (within the last 12 months) **documentation**, if any.
- 4.) **THIRD PARTY STATEMENT: Provide one additional signed statement** on official letterhead from a third party (e.g., counselor, physician, therapist, teacher, clergy, court officer, etc.) who can verify your circumstances and confirm your relationship with your parents has not improved or changed. Non-professional third party statements may be submitted, but must be signed and notarized. Be sure the third party states their relationship status with you, and how long they have been familiar with the circumstances surrounding your appeal.

**WARNING:** Any decision rendered under professional judgement from a UT AUSTIN financial aid officer APPLIES ONLY TO Financial Aid eligibility at UT AUSTIN. The Financial aid officer reviewing your appeal and making the decision must follow Federal Student Aid Professional judgement guidelines.

Submit completed and signed appeal form, personal statement, and supporting documentation to the Office of Financial Aid (OFA) by FAX (512) 475-6296, in-person at OFA, Student Services Building, Suite 3.200, or by mail. To maintain the security of all students, OFA does **not** accept e-mail attachments.