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## INSTRUCTIONS

The U.S. Department of Education requires students to provide parent information if the student answered “No” to all Free Application for Federal Student Aid (FAFSA) dependency questions. Dependency status may be reviewed if a student can document extenuating circumstances. Examples of extenuating circumstances include parent abandonment, an abusive family environment that threatens the student’s health or safety, or inability to locate their parents.

Dependency status appeals are reviewed on a case-by-case basis based on individual circumstances. Appeal approval does not guarantee additional federal aid eligibility. The student is responsible for all outstanding bills with Zane State College. If your dependency status appeal is approved, your dependency status must be reevaluated each year until you are meeting the federal independent student criteria.

Allow 2 to 3 weeks for processing time once all necessary documents have been received. You will receive notification of the results by email to your Zane State College email account. Failure to provide the required documentation will delay processing of the application.

### Appeal Requirements

- Complete and submit the 2020-2021 Free Application for Federal Student Aid (FAFSA) on-line at [www.fafsa.gov](http://www.fafsa.gov).
- Submit your tax information using the IRS Data Retrieval Tool, if available.
- Attach a typed, clear, signed and dated explanation of your exceptional circumstance. Your statement must include a complete history of:
  1. Your relationship with both your biological and/or legally adoptive parents
  2. Specific dates of events that caused your separation from your parents
  3. Where you have lived since separating from your parents
- One signed and dated letter on letterhead from a third-party professional\* documenting first-hand knowledge of your exceptional circumstance. Police reports, court documentation, or other legal documents may, in some cases, substitute for the required letter.
  1. Professionals may include: clergy, counselors, social workers, police and physicians.
  2. Letters should be detailed and reflect the writer’s direct knowledge of your exceptional circumstance.
  3. Contact information for each individual must be a part of the letter.

Note: If a third party letter or other documentation cannot be provided, state the reason it cannot be provided in your appeal letter. In this case, you may submit an additional signed letter from another source (family member or friend of family for example) in its place.

- Submit the following documents to complete the FAFSA verification process:
  1. 2020-2021 Verification Worksheet
  2. 2018 Tax Information:
    - Tax Filers: Submit a 2018 tax return transcript by visiting [www.irs.gov](http://www.irs.gov) OR use IRS Data Retrieval on the FAFSA (preferred).
    - Non-Tax Filers: Submit a 2018 IRS W2s or wage and income transcript (if received), and an IRS Verification of Non-Filing Letter by visiting [www.irs.gov](http://www.irs.gov) or submit a completed IRS 4506T form to the IRS per IRS instructions.



OFFICE OF STUDENT FINANCIAL AID
2020-2021 Dependency Appeal

2020-2021 DEPENDENCY APPEAL FORM

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Dependency Status Appeal Policy

The U.S. Department of Education requires students to provide parent information if the student answered "No" to all the dependency questions on the Free Application for Federal Student Aid (FAFSA). Exceptions to this requirement are made only when adequate documentation of extenuating circumstances exists.

Prior Year Appeal Status

Have you submitted a dependency status appeal to Zane State for a prior award year?

- No. This is my first dependency status appeal at Zane State.
Yes. I've received an approved appeal in a prior academic year at Zane State.

Appeal Requirements Checklist:

Submit the following for initial review. Refer to the instruction page for additional information. If further information is needed, our office will contact you.

- Submit the 2020-2021 Free Application for Federal Student Aid (FAFSA)
Attach a typed, clear, signed and dated explanation of your exceptional circumstance
One signed and dated letter on letterhead from a third-party professional
Submit the 2020-2021 Verification Worksheet
2018 Tax Information:
Tax Filers:
1. 2018 Tax Return Transcript or submit IRS Data Retrieval on the FAFSA
Non Tax Filers:
1. 2018 Verification of Non-Filing letter
2. 2018 W-2s or wage and income transcript (if 2018 income earned)

By signing below, I certify all information reported on this form and all attachments are complete and accurate, and understand that additional documentation may be requested if clarification is needed. By signing below, I also understand that federal aid received based on purposely false or misleading information may require repayment of the aid and that anyone providing false or misleading information can be fined, sentenced to jail/prison, or both.

Student Signature (Required)

Date

OFFICE USE ONLY: \_\_\_ Approved \_\_\_ Denied

Reason:

Financial Aid Signature:

Date: