

2024-2025



Student Last Name: _____

Student First Name: _____

Student AU ID #: _____

Dependency Override Packet

Dear Student,

We understand that some students may feel their dependency status has not been accurately represented by the federal guidelines as stated on the Free Application for Federal Student Aid (FAFSA). Most undergraduate students are considered dependent students for financial aid purposes. The FAFSA will determine your dependency status based on a number of questions, which are listed on page 3 of this packet. If you answer “no” to all the dependency questions on the FAFSA, you are considered a dependent student for financial aid purposes and must provide parental information on the FAFSA.

If, based on your FAFSA, you are considered a dependent student, but you feel that you have an unusual circumstance that needs to be considered and fits within one of the categories listed on page 2, you may submit the Dependency Override Packet along with all supporting documentation.

We cannot override dependency in cases where:

- parents refuse to contribute financially to your education
- parents are unwilling to provide information, including but not limited to demographics, income information, asset information, etc.
- student is financially independent
- parents do not claim student as a dependent on their income taxes

Approval of a dependency change from dependent to independent for financial aid purposes only may not result in a change to a student’s financial aid eligibility.

All requests for consideration of a dependency status change must be made in writing and must include all documentation as outlined on page 2, “Guidelines for review of Dependency Status.” You must sign the enclosed authorization, which gives Adelphi University’s One-Stop Student Services Center permission to contact the persons listed on any of your statements.

The completed packet must be submitted to the One-Stop Student Services Center, Levermore Hall, Room 08, lower level, or emailed to OneStop@adelphi.edu from the student’s Adelphi University email address for the student’s security.

Only completed packets with all required documentation and signatures will be reviewed for a change in dependency status.

Guidelines for Review of Dependency Status

Part 1: Circle the number that best describes your situation.

1. BOTH parents are either totally or permanently disabled or have been declared incompetent by judicial action.

Required documentation:

- A copy of court documentation or a letter from an attorney, on letterhead, detailing the circumstances that resulted in the parent being disabled or declared incompetent.

2. Student currently receives public assistance in their own name. Public assistance does NOT include food stamps, unemployment insurance, or aid to dependent child under the Temporary Assistance to Needy Families (TANF) program.

Required documentation:

- Documentation from an official in the Department of Social Services, on departmental letterhead, or a copy of a statement showing the receipt of public assistance.

3. There has been an involuntary dissolution of the student's family resulting in relinquishment of parental responsibility and control. "Involuntary dissolution" does not include students who choose to move out of the parental home due to disputes regarding parental responsibility for paying college expenses.

Claims of involuntary dissolution of the family will be evaluated on a case-by-case basis and may not be approved. The following are some circumstances that would indicate involuntary dissolution, provided the situation can be well documented by disinterested third parties:

- Abandonment by parent(s) (i.e., the whereabouts of the parent(s) are unknown and the lack of parental contact can be authenticated)
- Evidence of parent(s) mentally or physically abusing the student
- Incarceration of parent(s)
- Long-term hospitalization of parent(s)

Required documentation:

- Signed statement from the student describing in detail the circumstances that led to the involuntary dissolution of the family, including the date when the separation occurred. This letter **must** include the name and address of the individual with whom the student currently resides with and any actions taken by external government agencies (e.g., Department of Social Work, Policy, Child Protective Services, etc.) in support of the dissolution of the family.

Part 2: Circle the answer to each question that best describes your situation.

When I Fill Out the FAFSA[®] Form...

Am I Dependent or Independent?

When I fill out the 2024–25 Free Application for Federal Student Aid (FAFSA[®]) form, will I have to provide information about my parent?

It depends. Answer the following questions (as also displayed on the FAFSA form).

The student is currently serving on active duty in the U.S. Armed Forces for purposes other than training	Y	N
The student is a veteran of the U.S. Armed Forces	Y	N
The student has children or other people (excluding their spouse) who live with the student and receive more than half of their support from the student now and between July 1, 2024 and June 30, 2025.	Y	N
At any time since the student turned 13, they were an orphan (no living biological or adoptive parent).	Y	N
At any time since the student turned 13, they were a ward of the court.	Y	N
At any time since the student turned 13, they were in foster care.	Y	N
The student is or was a legally emancipated minor, as determined by a court in their state of residence.	Y	N
The student is or was in a legal guardianship with someone other than their parent or stepparent, as determined by a court in their state of residence.	Y	N

Part 3: Required documentation for any situation listed in Part 1.

Three signed statements from reputable third parties who have direct knowledge of the student's circumstances. These letters may be from a member of the clergy, a legal aid representative, a high school guidance counselor, a law enforcement official, or a social worker. **No more than one letter written by a family member or family friend will be accepted.**

The statements must include the specific reasons for relinquishment of parental responsibility and describe your relationship to the person(s) making the statement. They must also describe how that person has direct knowledge of your family's circumstances and include a daytime phone number where the individual may be reached.

All statements from official sources must be on professional or company letterhead and must bear the signature of the individual attesting to the student's status.

Submit all documents in one complete packet.

Part 4: Authorization

I, _____ (student's name), authorize the One-Stop Student Services Center to contact the person(s) named on the enclosed statements if further information or clarification is required to document the situation described in this packet. Furthermore, my signature below indicates that the information provided and the supporting documents are true and accurate.

Student name (Print): _____

Student signature: _____ **Date:** _____