



# 2023-2024 Dependency Status Appeal

Student Name: \_\_\_\_\_ COTC ID: 

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Federal student aid guidelines consider undergraduate students dependent on their parents until age 24, and financial aid eligibility is calculated using parent financial information. However, a student may have extenuating circumstances that require consideration for independent status.

Allowable reasons may include such situations as abuse, abandonment, or irreconcilable differences within the family, human trafficking and student or parent incarceration.

None of the following conditions, singly or in combination, qualify as unusual circumstances meriting a dependency override:

1. Parents refuse to contribute to the student's education.
2. Parents unwilling to provide information on the FAFSA or for verification.
3. Parents do not claim the student as a dependent for income tax purposes.
4. Student demonstrates total self-sufficiency.

### The following items are required for the appeal:

1. A **signed, detailed** personal statement (unless submitted by COTC email) explaining:
  - a. The extenuating circumstances,
  - b. Your relationship with either your biological or adoptive parents,
  - c. Explanation of where you expect to receive your financial support for the next school year.
2. A separate letter from an independent 3<sup>rd</sup> party source(s) (i.e. court documentation and/or signed statements from individuals such as social workers, teachers, high school counselors or a member of the clergy) who can attest first-hand to your circumstances. This letter should include as much detail as possible. If the documentation is not provided on official letterhead, it must be notarized.
3. If you cannot provide a letter from an independent source, please explain why in your appeal letter. You may then submit a signed letter from another source in its place.

Students should meet with a Student Financial Specialist prior to submitting a dependency appeal. Failure to substantiate your circumstances WILL result in your appeal being denied for lack of documentation. Appeals should be submitted at least 4 weeks before the term you plan to enroll. Please allow two weeks for the review process.

**TO RETURN THIS FORM:** Students may **upload** all forms and documents in their My COTC. Log in and go to the Student Financial Services box and choose Upload Required Documents. **DO NOT submit this form via email, as it will not be accepted.** Or you can **Fax to:** 740-364-9533 (or) **Mail to:** COTC, Student Financial Services, 1179 University Dr, Newark OH 43055

#### Office Use Only

- Approved
- Approved dependency appeal in prior year
- Denied

Director Comments:

Director Signature: