



Financial Aid Office
Phone: 419-824-3732
Fax: 419-517-8921
Email: financialservices@lourdes.edu



2023-24 Dependency Override Appeal Form

Student Name: _____ Student ID: _____

Contact Information: Phone _____ Email _____

The Higher Education Act allows a financial aid administrator to make dependency overrides on a case-by-case basis for students with unusual circumstances. According to the U.S. Department of Education, unusual circumstances can include: an abusive family environment, (such as drugs, alcohol, or violence), or abandonment by parents. It is our policy to make an adjustment of a student's dependency status in only extreme situations. The basic premise of federal financial aid is that the student and family have the primary obligation to finance a college education. Lourdes University supports this premise and the current federal definition of a dependent student.

The following circumstances will **NOT** be considered for dependency override appeals:

1. Parents refuse to contribute to the student's education;
2. Parents are 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 and/or does not live with either parent.

All requested documentation must be received, along with this form, before an appeal will be reviewed.

Please file your 2023-24 FAFSA. If you are unable to provide parental data, you can still submit the FAFSA. Your application will remain incomplete until this appeal is approved. If the appeal is denied, you will be required to update your FAFSA with parental information and parental signature.

General Information Needed:

1. Please provide a **letter** explaining in detail your current family situation. Make sure to discuss your relationship with both or your parents.
2. In addition, please submit **documentation** that supports your case.
 - a. We will need at least **two more letters**, preferably from an objective third party other than a relative, (such as a social worker, psychologist, doctor, minister or clergy member, high school counselor, teacher or law enforcement officer), verifying, in detail, your current family situation.
 - b. Copy of court reports, police reports, death certificate, or other documentation from a social agency, if applicable.
3. ALL STUDENTS who request a dependency override **must** go through the verification process. For Verification, you must provide copies of the following:
 - a. Your 2021 Federal tax transcripts, unless you transferred your tax information directly to your FAFSA using the IRS Data Retrieval Tool.
 - b. Your 2021 W-2's (and your parents' or spouse's, if applicable).
 - c. Verification worksheet, independent or dependent, based on your FAFSA dependency status. The worksheet form is available from the Financial Aid Office or www.lourdes.edu at the financial aid section under 'Forms & Links.'

Please note, we may request additional information as appeals are reviewed on a case-by-case basis.
Note: If you have a special situation that is not covered here consult with our office. Request for special conditions adjustments requires use of a different form.

Timeline for Processing Dependency Override Appeals: The time needed to process these appeals can depend on several factors including the time of year, the amount and receipt of required documentation, and, if required, resubmission of data to the U. S. Department of Education. Please follow all instructions completely as missing information will delay the review of your appeal. You will be notified by email of the decision of this appeal. Also, if additional information is being requested, you will be contacted by email.

Under the Higher Education Act of 1965, the Financial Aid Office has full discretion under the Professional Judgment clause to either approve or deny requests as they determine appropriate. An aid administrator's decision regarding adjustments is final and cannot be appealed to the Department.

CERTIFICATION:

By signing this form, I certify that all the information reported on it is complete and correct.

WARNING: If you purposely give false or misleading information on this form, you may be fined, be sentenced to jail, or both.

Student: _____ Date: _____

Please return to:

Lourdes University Financial Aid Office
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Sylvania, OH 43560
419-824-3732
Fax: 419-517-8921
financialservices@lourdes.edu