

Office of Financial Aid Telephone: (415) 257-1350 Fax: (415) 485-3294 50 Acacia Avenue, San Rafael, CA 94901-2298 Email: finaid@dominican.edu

Web site: www.dominican.edu/admissions/aid/howapply.html

## 2013-2014 Dependency Override Petition

Student Last Name	First Name		Middle Initial	Dominican ID or SSN
Street Address	City	State	Zip	Phone or Cell Phone Number

This petition should be completed only if you are currently considered dependent when applying for Federal student aid. If through extenuating circumstances you feel that you should be considered independent, you may request a dependency override. Please read and complete this form carefully, following steps 1-3, and return it with appropriate documentation to the Office of Financial Aid.

## **Instructions:**

- 1. Write a personal statement addressing the following items. Attach appropriate documentation to support your statements.
  - Identify the location of both parents.
  - Describe the last time you had contact with each parent—when, where, and nature of contact.
  - Explain what circumstances make you independent from your parents and WHEN you became independent.
  - Describe how you have provided for yourself (shelter during the school year and breaks, food, clothing, transportation (including insurance), medical care and insurance, etc.) and WHEN you started meeting your own expenses without parental support.
- Submit at least two letters from responsible adults who personally have knowledge of your situation and can verify your circumstances.
  - It is preferable that at least one of the letters is written on professional letterhead from a guidance counselor, clergy person, social worker, physician, or another individual who has been involved in your circumstances in a professional capacity.
  - At least one letter must be from someone who is not a relative or personal friend.
  - All letters must include a telephone number and address where the individual can be reached for follow-up questions.
- 3. Submit proof of income
  - 2012 Federal Tax Form (1040, 1040a, or 1040EZ)
  - Income statement if a tax form was not filed
- 4. <u>If you have not already submitted your 2013-2014 financial aid application (FAFSA)</u>, you must complete all student sections of the FASA on the web (FAFSA.ed.gov). If your petition is approved, a Financial Aid Administrator will reprocess the FAFSA on your behalf. If not approved, you will receive a letter of explanation.

## Please note:

- A student's reluctance to request income information from the parent(s) is NOT justification for granting a dependency override.
- The unwillingness of the parent(s) to pay or provide information is NOT justification for granting an override.
- In all cases, independence must have occurred out of necessity rather than choice.
- Examples of situations where petitions may be approved are documented abandonment, parental drug abuse, parental mental
  incapacity, physical or emotional abuse, parental incarceration, or severe estrangement.
- A successful petition for a dependency override depends on the specific information and documentation you are able to provide.
   Therefore, copies of appropriate court documents may be required to support your petition. Please be as complete and thorough as possible.

## **Student's Statement:**

All information provided in my petition for dependency override is true and correct. I understand that the decision made on the basis
of this petition only affects my application for aid at the Dominican University of California. I also understand that if it is discovered
that I have provided false and/or misleading information in order to receive federal financial aid funds, I will be required to repay any
funds paid to me as a result of approval of this petition.
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Student Signature Date