

Dependency Status Appeal Important Notice Regarding the Dependency Appeal Process

Instructions for Completing the Dependency Appeal

1. Please read this information carefully before you begin your Dependency Status Appeal.
2. All professional judgment decisions are made at the school you will be attending. Professional judgment decisions at other schools are not necessarily granted by the new school.

We strongly recommend that you complete the Dependency Status Appeal **before** you complete the **paper FAFSA**. Schedule an appointment with a Financial Aid Advisor and bring your completed appeal, documentation and completed paper FAFSA to the appointment. If the appeal is approved the advisor will sign and code the paper FAFSA. You will then be able to mail the paper FAFSA to the Federal Processor for processing. Completing the FAFSA first may result in a significant delay in processing.

There are federal requirements that a student must meet to qualify for financial aid as an independent student. If you do **not** meet one of the criteria, you will be evaluated as a dependent student and your parents must provide income and asset information and a parent must sign your FAFSA.

There are circumstances that may warrant re-evaluation of your status. **(1) Complete a paper FAFSA; (2) Complete a Dependency Status Appeal; and (3) Attach documentation supporting your Dependency Status Appeal** and submit this information to the Financial Aid Office. This will permit the financial aid administrator to make a professional judgment determination and sign off on the paper FAFSA so that you can mail it to the Federal Processor.

Failure to follow these steps in the proper order may significantly delay the processing of your FAFSA by the Federal Processor.

Documentation from a third party source must be provided. Third party professionals may include a minister, social worker, psychologist, high school counselor, teacher, doctor or other counseling professional. Documentation may include a letter (on official letterhead) explaining the situation in detail. **Requested documentation is imaged then destroyed, therefore not available in original format.**

Kalamazoo Valley Community College
Financial Aid Office — Texas Township Campus — Room 4530 — 6767 West O Avenue
P.O. Box 4070 — Kalamazoo, MI 49003-4070 — Phone: 269-488-4340 — Fax: 269-488-4120
E-mail address: finaid@kvcc.edu — Web site: www.kvcc.edu

Dependency Status Appeal 2009 - 2010

Student Name _____ Valley ID # V _____

Phone _____ Date of Birth _____

There are federal requirements that a student must meet to qualify for financial aid as an independent student. If you do not meet one of the criteria, you will be evaluated as a dependent student, and your parents must provide income and asset information.

There are circumstances that may warrant reevaluation of your status. Providing the following information will permit the financial aid administrator to make this determination. **Documentation from a third party source must be provided.** Third party professionals may include a minister, social worker, psychologist, high school counselor, teacher, doctor or other counseling professional. Documentation may include a letter (on official letterhead) explaining the situation in detail. **Requested documentation is imaged then destroyed, therefore not available in original format.**

SECTION I - General Information

1. What is the amount/type of financial support you receive from your parents? _____
2. List other support you receive from your parents. Identify type and approximate value.
 Health Insurance \$ _____ Room & Board While Living at Home \$ _____
 Automobile/Expenses \$ _____ Other \$ _____
3. If your parents are unable or unwilling to provide their financial information to complete your Free Application for Federal Student Aid (FAFSA) attach a written statement explaining in detail why your parents are unable to provide information.
4. Please indicate the amount and source of your annual income. List wages, monetary gifts from persons other than your parents, interest income, etc.
 2008 \$ _____
 2009 \$ _____

SECTION II - Evidence of Ability to Support Self

1. Please attach a copy of your 2008 Federal Tax Return and W-2's to show self support.
2. Include a pay stub from the last paycheck you received from each job in 2009. If year-to-date earnings are not shown, submit a statement from each employer you worked for in 2009 stating the amount you earned.
3. If your income will be less than \$5,500 in either 2008 or 2009, submit a statement from the person(s) who helped support you. Statement should list type and dollar value of support provided.
4. Do you have a roommate(s) to help share living expenses? Yes No

SECTION III - Annual Calendar Year Expenses

Summary of Expenses (If any amounts are zero, please explain)	2008 (January - December)	2009 (January - December)
Housing		
Food		
Transportation (Car payments, insurance, gas, maintenance)		
Utilities (Phone, heat, electric, cell phone, cable, garbage, Internet)		
Personal (Clothing, entertainment, haircuts, etc.)		
Child care and/or dependent care		
Medical, Vision, Dental and/or Orthodontic		
Other		
Total		

SECTION IV – Certification - I certify that all information and documentation submitted to validate my dependency status appeal is true and accurate to the best of my knowledge.

Student Signature _____ Date _____



Documentation to include with Dependency Status Appeal

___ **Letter from student explaining the estranged relationship with parents.** What are the detailed reasons for the break in the student-parent relationship? Is the break in the student-parent relationship temporary or ongoing in nature? Who claimed the student as an exemption on the 2008 Federal Tax Return?

___ **Statement from third party professional source documenting the reason for the separation between the student and the parent(s), with the appropriate dates indicated. Separation must be due to necessity, rather than choice.** Third party professionals who may be able to document the circumstances of your case could include some of the following professionals. You may also choose other professionals who have information pertaining to your situation.

- | | | | |
|------------------------|------------------------|-------------|---------------|
| Attorney | Case Worker | Clergy | Court Order |
| High School Counselor | High School Teacher | Physician | Police Report |
| Professional Counselor | Professional Therapist | Other _____ | |

Other documents which may support your appeal could include court documents indicating legal guardianship, a health insurance policy in the student's name, parent's death certificate, a copy of parent's divorce decree indicating the parent the student was placed with, lease or rent receipts, or utility bills in student's name.

We encourage you to become familiar with KVCC's Valley Information Portal (VIP) system. This will enable you to check your financial aid information periodically through VIP for any changes to your financial aid eligibility.

Return the completed appeal form and all attachments to:

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KVCC Financial Aid Office Use Only

Action taken:

Appeal Approved _____ Appeal Denied _____

Used professional judgment in reviewing appeal. Approved appeal due to unusual circumstance documented by student. The following adjustments were made to the ISIR.

FAO Signature _____ Date _____