



## Dependency Status Appeal

**Financial Aid Office**  
**Phone: (208) 524-3000**  
**Toll Free: 1-800-662-0261**  
**Fax: (208) 525-7026**  
[financial.aid@cei.edu](mailto:financial.aid@cei.edu)  
**1600 S. 25<sup>th</sup> E. Idaho Falls, Idaho 83404**

First Name	Last Name	Student ID	Last 4 SSN	Phone Number
			XXX-XX	

**YOU ARE REQUIRED TO FILE A 2019-2020 FAFSA (FREE APPLICATION FOR FEDERAL STUDENT AID) BEFORE SUBMITTING THIS FORM TO STUDENT FINANCIAL AID. PLEASE COMPLETE THE FAFSA AT [WWW.FAFSA.ED.GOV](http://WWW.FAFSA.ED.GOV).**

The Higher Education Act and associated federal regulations give financial aid administrators the authority to make adjustments to an individual student's federal aid application based on special circumstances within the household. We reserve the right to delay review, until the end of the calendar year, any appeal where reasonable projections cannot be made.

Federal regulations state the family has the primary responsibility for meeting the educational costs of students. Dependent students are required by law to provide parental information and signature(s) to be considered for financial aid. Federal regulations also provide an appeal process for dependent students with extenuating circumstances. Dependency overrides are reviewed on a case-by-case and year-by-year basis.

The following **are examples** of some unusual circumstances:

- Your parents are incarcerated; or
- You left home due to an abusive family environment; or
- You have circumstances which have resulted in family estrangement; or
- You do not know where your parents are and are unable to contact them (and you have not been adopted)

Federal regulations stipulate the following conditions **DO NOT** qualify as circumstances meriting a dependency override:

- Parents refusing to contribute to your education
- Parents unwilling to provide information of the FAFSA or documents for verification
- Parents not claiming you as a dependent for income tax purposes
- Student demonstrating total self-sufficiency

***Provide the following documents to support your appeal.***

<b>1.</b>	A signed statement describing your situation and why you believe you should be an independent student, in detail with applicable dates. Include the location of both your parents and describe the last contact you had with them. Describe how you have been self-supporting.
<b>2.</b>	Provide two written letters from two responsible adults who can verify your situation. The letters can be from "officials" or community leaders (e.g. clergy, counselors, social workers, lawyers, law enforcement etc.). Letters should include their name, address, job title, relationship to you and how they are aware of your situation.  <b>Letters or statements must be written on agency/business letterhead or be notarized.</b>
<b>3.</b>	Provide supporting documentation to verify your situation. Documents may include but is not limited to: <ul style="list-style-type: none"> <li>➤ Documentation confirming that a parent is deceased, institutionalized, or incarcerated. Court orders or documents confirming that there is a protection/restraining order that prohibits you from having contact with your parent(s).</li> </ul>

***Student Certification***

I certify that all statements in this appeal and all verification documents submitted are true and accurate. I understand that I must provide verification of statements I have made. I agree to the terms of the appeal process and understand that if documentation is not attached or sufficient, or this appeal is not signed, it will be returned as incomplete.

**WARNING: If you purposely provide false or misleading information, you may be subject to a fine, imprisonment, or both.**

**Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

Financial Aid Office Use :	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Comments:		
Financial Aid Officer		Date: