



Office of Scholarships & Financial Aid
601 S. College Road
Wilmington NC 28403-5951
910-962-3177 Telephone
910-962-3851 Fax
finaid@uncw.edu

2017-2018 Dependency Appeal Request

What is a Dependency Appeal?

As outlined on the FAFSA, federal regulations define the criteria you must meet to be considered an independent student. If you do not meet any of those criteria, you can ask your school's financial aid office to re-evaluate your status. A dependency appeal is the process that UNCW will use to review your situation and determine if you are eligible to be considered an independent student. An appeal can only be approved in certain **limited** and **exceptional** circumstances. **NOTE: *Your parent(s) unwillingness and/or inability to financially support you; or living on your own and paying your own bills are not by themselves reasons that exemplify "exceptional circumstances."***

How does the process work?

UNCW is required to institute its own policies regarding the granting of dependency appeals based upon federal guidelines. UNCW's Office of Scholarships & Financial Aid will review the information you submit and notify you of our decision. Failure to provide the documentation requested may result in a delay or denial of your appeal. **All documents and information collected to support your appeal will remain confidential and used solely to determine eligibility for financial aid assistance.**

How do I apply for an appeal?

Complete the attached form and submit all requested documentation.

What else do I need to know?

Completion of this form and submission of documents **does not guarantee** approval of a dependency appeal. Approval of an appeal **does not guarantee** receipt of additional aid nor does an approval at a prior institution guarantee an approval at UNCW. Regardless of whether your appeal is approved or denied, you are responsible for all outstanding bills with UNCW.

Please note: If you are approved for a dependency appeal, your dependency status **MUST be reevaluated each year until you are meeting federal criteria to automatically be independent.**

Please submit all documentation together. Incomplete applications will not be reviewed.



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Student's ID Number: _____
 Student's Last Name: _____
 Student's First Name: _____

2017-2018 DEPENDENCY APPEAL FORM

Telephone #: _____ Email: _____

STEP 1: Complete and submit 2017-2018 Free Application for Federal Student Aid (FAFSA) on-line at www.fafsa.gov. Remember to include UNCW's Title IV School Code: **002984**

STEP 2: Complete an Independent Verification Worksheet and attach your 2015 Federal Tax Transcript and W-2 Wage Statements. The Independent Verification Worksheet can be found at <http://www.uncw.edu/finaid/forms.html>. If you did not work, please include in your explanation a detailed statement on how you supported yourself while living apart from your parents.

Returning Students: If you have previously been granted independent status and your circumstances have not changed, sign your name below to certify that your situation has not changed and do not complete Steps 3 and 4.

_____ Student's Signature _____ Date _____
STEP 3: Write and attach a clear and concise **one-page** explanation of your exceptional circumstances. Your signed and dated statement must include a complete history of:

- Your relationship with your biological and/or legally adoptive parents
- Specific dates of events that caused your separation from your parents
- Where you have lived since separating from your parents
- Your sources of income and how you have supported yourself while living apart from your parents

STEP 4: **Two signed and dated letters** from third-party professionals (on their letterhead) documenting their first-hand knowledge of your exceptional circumstances. The Office of Scholarships & Financial Aid may contact these references for additional information or clarification of your situation. **Contact information for each individual must be a part of the letter.**

- Professionals include: clergy, counselors, social workers, police, physicians, etc.
- Letters should be detailed and refer to actual events—they should not be reiterations of events you have shared, but should reflect the writer's direct knowledge.
- Police reports may, in some cases, substitute for one letter.
- You may not include letters from family or friends unless they have first-hand knowledge of your situation. Their letter cannot be substituted for a third-party professional's verification.

Appeals submitted without above required documentation cannot be considered.

I acknowledge by signing and dating this form that I understand completion of this request does not ensure a change in my dependency status or receipt of additional financial aid. I also understand that making false statements or misrepresentations will result in my request being cancelled. I understand the decision of the Appeals Committee is FINAL and cannot be changed.

 Student Signature

 Date