EXCEPT IN VERY UNUSUAL AND MITIGATING CIRCUMSTANCES THAT CAN BE DOCUMENTED, parents have the primary responsibility to financially assist in their dependent child's education to the extent determined possible (federal Expected Family Contribution derived from the FAFSA). Students who fail to meet Congress' definition of "independent" (24 years of age before January of the academic year, working on a master's or doctorate program, married, have children who receive more than half their support from you, have dependents other than a child or spouse who live with you & receive more than half their support from you now through 6/30/08, both parents are deceased or you are a ward/dependent of the court until age 18, or a veteran of the U.S. Armed Forces) must meet the requirements listed below to be considered "independent":

CRITERIA
- Parent(s) are UNABLE* to participate in the application process
  -OR-
- Student is UNABLE* to obtain parental information

*An unwillingness or inconvenience in providing information does not constitute being "unable".

DOCUMENTATION
1. The student must WRITE A LEGIBLE EXPLANATION of why s/he CANNOT provide parental information, and the reasons why s/he should be considered "independent."

2. The student must PROVIDE A MINIMUM OF TWO LETTERS from objective, responsible, third party, adults who are knowledgeable of and willing to attest to the statements of the student.

-Letters should be on letterhead and CLEARLY address a minimum of the following information:
  - Who is the author and what is their relationship to the student?
  - What situation exists between the student and the parent(s)?
  - What is the time frame of that situation?
  - Corroboration of other pertinent information presented by the student
  - Signature, date, address, title and phone number of the author

-Examples of "responsible adults":
  - Sponsor
  - High School Counselor
  - Clergy
  - Teacher
  - Social Worker
  - Court Official - Legal Documents
  - Agency Representative - Official Documents

The FAFSA should be filed as soon as possible, without a parent's signature. Then, appropriate documentation must be provided to the Financial Aid Office. Documentation will only be accepted for and consideration for "independent" status given to a student who meets the above criteria. Upon acceptance of complete independence appeal documents, a student may be required to MAKE AN APPOINTMENT with the Financial Aid Director, Assistant Director or Financial Aid Specialist. An appointment will not be made, as necessary, until appropriate documents are submitted and reviewed. Further information may be requested as a result of this meeting. If approved, the Financial Aid Director will submit an electronic independence change to the existing application, to be processed by the federal processors.

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