



# Financial Aid and Scholarship Services Dependency Review

Academic year

**2024–2025**

## Student information

Please type or print clearly using only blue or black ink.

Last name	First name	Middle initial	10-digit ASU ID	
Local street address	City	State	Zip code	Daytime phone number

This form will not be processed if any items are left blank or illegible.

If clarification of your situation is necessary, additional information or documentation may be required.

## Purpose

Use this form to request a review of your dependency status due to unusual circumstances. Dependency appeals are only approved for documented unusual circumstances (i.e., abuse, abandonment, etc.).

## Processing requirements

The Higher Education Act allows an aid administrator to make dependency overrides on a case-by-case basis for students with unusual circumstances.

However, none of the conditions listed below, singly or in combination, qualify as unusual circumstances or merit a dependency override:

1. Parents refuse to contribute to the student's education.
2. Parents are unwilling to provide information on the application or for verification.
3. Parents do not claim the student as a dependent for income tax purposes.
4. Student demonstrates total self-sufficiency.

Unusual circumstances **do** include an abusive family environment or abandonment by parents and may cause any of the above conditions. In such cases, a dependency override might be warranted.

If there are no unusual circumstances that would qualify you for a dependency review, you must correct your FAFSA and include your parent's information on it.

## Instructions

1. **You must complete the 2024–2025 FAFSA online at [fafsa.gov](https://fafsa.gov) and ensure you answer “yes” to the Student Unusual Circumstances question before submitting this form.** You will receive an email from the U.S. Department of Education explaining that your FAFSA is in a provisional status due to not submitting your parent information. Your FAFSA will remain in a provisional status until a dependency override has been processed and approved.
2. Select your unusual circumstance below and attach supporting documentation or third-party letters.
3. Submit a signed personal statement that explains your unusual circumstances.
4. **Submit this form** and supporting documentation online at <https://tuition.asu.edu/forms/fa-misc-verification/2025>, by mail to PO Box 870412, Tempe, AZ 85287-0412, or in person at any Financial Aid and Scholarship Services location.

## Section A: Student information — please select your unusual circumstance(s) and attach the necessary documents for review. (Select all that apply. If you have a circumstance not listed below, please discuss your situation with a financial aid counselor before submitting this review.)

### One or both of my parents are incarcerated.

Please submit the following documents:

- Incarceration documentation for each parent.
- Your signed and dated personal statement regarding your past and present relationship with both of your parents, including your parent(s) projected release date(s).
- If only one parent is incarcerated, you must also document an unusual circumstance with your other parent that prevents you from obtaining parental information.

### One or both of my parents are institutionalized (i.e., mentally incapacitated or in terminal care).

Please submit the following documents:

- Hospitalization documentation for each parent; or a signed letter on company letterhead from a health professional caring for each parent; or a notarized letter from the individual that has power of attorney over your parent(s).
- Your signed and dated personal statement regarding your past and present relationship with both of your parents.
- If only one parent is institutionalized, you must also document an unusual circumstance with your other parent that prevents you from obtaining parental information.

### I left home due to an abusive family environment (i.e., physical, mental, sexual or drug/alcohol abuse).

Please submit the following documents:

- **Submit** signed letter(s) on official letterhead from doctors, social workers, mental health professionals, clergy, police, lawyers, etc. that can attest to your situation.
  - Letters from teachers, roommates, friends, family or employers may be accepted if the above is not available. They must have direct knowledge of the situation and you must provide an explanation as to why the above is not attainable.
- Your signed and dated personal statement regarding your past and present relationship with both of your parents.
- Attach a police report, child protective service report, court documents or any official paperwork if available.

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**I do not know where my parents are AND I am unable to contact them AND I have not been adopted.**

Please submit the following documents:

- **Submit** signed letter(s) on official letterhead from doctors, social workers, mental health professionals, clergy, police, lawyers, attorneys, etc. that can attest to your situation.
- Your signed and dated personal statement regarding your past and present relationship with both of your parents, including the date and type of last contact, methods used to locate parents since your last contact, and list any financial support given since last contact with your parent(s).
  - The fact that your parent(s) live in another country, by itself, does not qualify as an unusual circumstance, per federal regulations.
- If only one parent's whereabouts are unknown, you must also document an unusual circumstance with your other parent that prevents you from obtaining parental information.

**One or both of my parents are deceased.**

Please submit the following documents:

- Death certificates or obituaries for each parent.
- If only one parent is deceased, you must also document an unusual circumstance with your other parent that prevents you from obtaining parental information.

**I am a victim of human trafficking.**

Please submit the following documents:

- Copy of citizenship documentation such as I-94 Arrival/Departure Record with codes T1, T2, T3 or T4 class of admission. I-94 with T1 class of admission needs to include an Eligibility Letter from the Department of Health and Human Services. I-94 with codes T2, T3, or T4 class of admission and a T-Visa.
- Your signed and dated personal statement regarding your past and present relationship with both of your parents.

**I am being granted legal refugee or asylum status.**

Please submit the following documents:

- Copy of citizenship documentation such as I-94 Arrival/Departure Record with codes AS1, AS2 or AS3, I-94A Departure Record stamped with "Admission under Section 208 of the INA or I-94 Arrival/Departure Record with class of admission as "RE", I-94 or I-94A Departure Record stamped with "Admission under Section 207 of the INA.", I-94 with a stamp displaying Section 203(a) (7), Refugee Travel Document (Form I-571 or I-327), U.S. travel document stamped "Refugee Travel Document Form I-571.
- Your signed and dated personal statement regarding your past and present relationship with both of your parents.

**I have given birth to a child(ren) since completing the FAFSA.**

This option is only true if the child(ren) lives with you and receives more than half of their support from you now and between July 1, 2024, and June 30, 2025. Please submit the following documents:

- Copy of the child, or children's, birth certificate(s).

**I am at risk of homelessness.**

**DO NOT** complete this form; instead, go to <https://tuition.asu.edu/forms/homelessness/2025> and complete the Homelessness Confirmation and Questionnaire form.

## Section B: Student family size

### How many people are in your family?

Include:

- Yourself (if you support other people than yourself, review your FAFSA responses)
- Your children, if you will provide more than half of their support between July 1, 2024 and June 30, 2025, even if they do not live with you.
- Other people if they now live with you, you provide more than half of their support and you will continue to provide more than half of their support between July 1, 2024 and June 30, 2025.

NOTE: The number of people in your family should match who you can claim as dependents on your tax return form. Unborn children should not be included in family size.

Full name of family member (add yourself first)	Date of birth	Family member's relationship to student
1.		Self
2.		
3.		

## Section C: Student certification and signature

**Certification:** I certify that the submitted information is true and correct to the best of my knowledge and belief. If asked by an authorized official, I agree to provide additional proof of the information provided on this form. I understand that purposely providing false or misleading information on this form may result in reduction or repayment of aid, fines and/or imprisonment in this and/or future years.

Signature	Date
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If you need assistance completing this form, please contact our office at 855-278-5080 or [tuition.asu.edu/contact-resources](https://tuition.asu.edu/contact-resources).