


**Please return this form to:**

Wilmington College 937.382.6661 x600  
 Pyle Center Box 1184 sos@wilmington.edu  
 1870 Quaker Way [wilmington.edu](http://wilmington.edu)  
 Wilmington, OH 45177

**2024 - 2025 UNUSUAL CIRCUMSTANCE/DEPENDENCY APPEAL FORM**
**SECTION A: STUDENT INFORMATION**

STUDENT'S NAME: \_\_\_\_\_ ID #: \_\_\_\_\_

**SECTION B: REQUIREMENTS AND INSTRUCTIONS**

You answered "yes" to question #7 on the FAFSA, which means you have unusual circumstances preventing you from contacting your parents or contacting your parents would pose a risk to you. Examples of unusual circumstances may include (but are not limited to): human trafficking, refugee or asylee status, parental abuse, abandonment, or incarceration. When a student answers yes to this question, the U.S. Department of Education requires institutions to validate a dependency override using professional judgment is warranted. This process requires the student to provide specific documentation to the institution in order to make this determination.

The U.S. Department of Education has mandated that the following conditions, singly or in combination, DO NOT merit a dependency override and WILL NOT be considered:

- 1) Parents' refusal to contribute to your education;
- 2) Parents' unwillingness to provide information on the FAFSA or for verification purposes;
- 3) Parents do not claim you as a dependent for income tax purposes;
- 4) You (student) demonstrate total self-sufficiency by not residing with parents.

Appeals will not be considered until the One Stop Center has received all required documentation as noted below. If this appeal is approved, it is valid for subsequent years of enrollment unless your situation changes. Please allow up to 4 weeks for your appeal to be reviewed.

**SECTION C: REQUIRED DOCUMENTATION**

- COMPLETE THE FOLLOWING AND UPLOAD TO YOUR FINANCIAL AID STUDENT SELF-SERVICE PORTAL.**
- Signed copy of your 2022 Federal Income Tax Return Form 1040 (including Schedules 1, 2, 3, C and F if applicable).
  - Student Tax Filing Status Verification Form (non-tax filer).
  - Copy of all 2022 W-2 Statements (non-tax filer only).

- SIGNED PERSONAL STATEMENT** explaining your unusual circumstance. Your personal statement must include specific dates of events that caused your separation from both of your biological or adoptive parents. Additionally, all of the following information must be explained in your statement.
- A detailed explanation of your current relationship with both of your parents. If you are estranged from your parents, provide a detailed account of the circumstances which led to the estrangement.
  - When was the last time you spoke with your parents?
  - When was the last time you resided with your parents?
  - Where are you living (do you live with someone other than your parents)?
  - How are you able to pay for living expenses such as rent, groceries, utilities, and insurance?
  - Who claimed you on their 2022 Federal Income Tax Return?
  - Who provides your health insurance?

- DOCUMENTATION** to substantiate your unusual circumstance. Documentation may include (but is not limited to) the following:
- A death certification confirming your parent(s) is deceased.
  - A document confirming your parent(s) is institutionalized.
  - A court order or official federal or state document confirming your parent(s) is incarcerated.
  - A court document confirming someone other than your biological or adoptive parent(s) have been appointed your legal guardian.
  - A court ordered protective or restraining order that prohibits you from having contact with your parent(s).
  - Other legal document confirming why parental information should not or cannot be obtained for financial aid purposes.

- Two signed letters on official letterhead confirming your unusual circumstance. The letters should come from two separate authoritative adults such as a welfare agency, caseworker, law enforcement officer, attorney, mental health professional, high school or college counselor, or pastor detailing their direct knowledge of your unusual circumstance.
- A copy of your health insurance, dental insurance, and car insurance card showing coverage is in your own name.
- A copy of your mortgage statement or lease agreement verifying your residence is in your own name.
- A copy of your utility statement verifying your utilities are in your name.

## SECTION D: CERTIFICATION

By typing my name below, which serves as my electronic signature, I certify the information provided by me is true and complete to the best of my knowledge. I understand this request may require further documentation and is subject to the professional judgment of the Wilmington College Student One Stop Center staff. Any decision is final and applies only to Wilmington College. I understand that Wilmington College reserves the right to contact third-party professionals who provide supporting documentation. I also understand that if I purposely give false or misleading information, I may be fined \$20,000, sent to prison, or both.

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_