

2022-2023

Petition to Change Status from Dependent to Independent

(Do not submit this Petition without the required documentation attached.)

Print your name and address INSIDE this box. Do not go outside the box!!

Name: _____

Address: _____

City, State, Zip: _____

I am petitioning the Financial Aid and Scholarship Office for consideration to change my status from dependent to independent and to waive the required parent information.

Federal law says that a student who does not meet federal standards to be considered independent for financial aid purposes may be considered independent if the institution's financial aid office determines and documents that the student has unusual circumstances. An unusual circumstance is defined as the inability of the student to provide the information because the parent lives in a country that is not accessible by normal means of communication; the student was removed from the home at a young age due to adverse living conditions; due to an extreme home situation the parental relationship has been permanently severed, etc.

A parent's unwillingness to complete the FAFSA or assist in financing the student's education **is not** considered an unusual circumstance. The choice of a student to no longer live with a parent **is not** considered an unusual circumstance.

In order for this petition to be considered, you MUST complete the front of this form and attach ALL the documentation requested on the back of this form.

I certify that all of the information stated in the letters attached concerning my request for a status change from dependent to independent is true and complete.

Your Signature

NCC Tech/Star ID

Phone Number

Date

DO NOT WRITE BELOW THIS LINE!!

OFFICE USE ONLY

This petition has been approved. Your FAFSA has been filed (or corrected) to reflect the dependency override. We will communicate with you if there is other information needed. If no additional information is needed, you can expect an Award Notification in approximately 10 days.

This petition has been denied for the following reason: _____

No Decision. The following information is still needed: _____

FA Counselor's Signature

Date

DOCUMENTATION REQUIRED:

In order for this petition to be considered, you MUST complete the front of this form and attach the following documentation:

- a. **A personal letter from you** explaining why you are **unable** to provide parental information. The letter should be one to two pages and provide as much detail as possible describing your separation from your parents. You are required to include the following information in your letter:
 - ✓ Why you are **not able** to provide parental information on the 2022-2023 Free Application for Federal Student Aid (FAFSA). Describe **in detail** when and why the permanent separation from **both** your parents occurred.
 - ✓ The whereabouts of your biological father and his current living arrangements. If you do not know, explain why. Include the date and nature of the last contact you had with your biological father and the frequency of contact with him over the past three (3) years.
 - ✓ The whereabouts of your biological mother and her current living arrangements. If you do not know, explain why. Include the date and nature of the last contact you had with your biological mother and the frequency of contact with her over the past three (3) years.
 - ✓ Your living arrangements over the past three (3) years. Include the names with whom you resided, the addresses and the dates.
 - ✓ For each of the past three (3) years, explain how you have paid for rent, food, transportation, utilities, etc. Be specific.
 - ✓ Your name, date and signature.

- b. **A letter from a school official or responsible individual from the community** (i.e., minister, social worker, counselor, etc.) who can attest to your situation. Their letter should be one to two pages and provide as much detail as possible describing your permanent separation from your parents. They are required to include the following information in their letter:
 - ✓ Why you are **not able** to provide parental information. They need to describe **in detail** when and why the permanent separation from **both** your parents occurred.
 - ✓ They'll need to outline clearly their knowledge of you and how you are self-supporting.
 - ✓ The individual's name, title or position, address, the date and their signature.

- c. **A copy of your 2019 and 2020 Federal Income Tax Return Transcripts (1040)**. If you did not file a federal tax return in either year, contact the Financial Aid and Scholarship Office for an Income Certification form. To request a Tax Return Transcript online, go to the IRS site, www.irs.gov and select 'Get Your Tax Record'. Or use the automated phone system by calling 1-800-908-9946 between the hours of 7 am and 10 pm. Your Tax Return Transcript(s) will be mailed within 5-10 business days

- d. **A completed and signed 2022-2023 paper FAFSA (Free Application for Federal Student Aid)**. If you already filed your FAFSA electronically at www.studentaid.gov and sent the results to Normandale, this step is not necessary.