

Student ID #	Student's Last Name	Student's First Name	MI
Address	City	State	Zip
Program of Study	Phone Number (    )	Email Address (other than school email)	

The Financial Aid Office may consider exceptional/unusual circumstances to allow an otherwise dependent student to apply for aid without parental financial information. The Financial Aid Office is required by federal law to consider parent information unless the student meets specific criteria as defined on the FAFSA.

The following conditions do not qualify for a dependency override.

- **Parent(s) refusal to contribute to the student’s education.**
- **Parent(s) unwillingness to provide information on the FAFSA or for verification.**
- **Parent(s) do not claim the student as a dependent for income tax purposes.**
- **Student does not reside with parents.**
- **Student demonstrates total self-sufficiency.**
- **Student and parents have disagreements resulting in a strained relationship and have stopped talking with them.**

Only in **extremely unusual documented** situations can parental information be waived.

A request for dependency override may be considered on a case-by-case basis if a student can document abandonment or neglect by the parents, an emotionally/physically abusive, unhealthy, or unsafe family environment, parental incarceration, estrangement, and/or inability to locate the parents.

NTC’s Financial Aid Office is not bound by a dependency override that was approved at another college. A dependency override at one college is not binding at another. Federal law requires the financial aid office at the college the student plans to attend or is currently attending to determine whether a dependency override is approved.

Dependency overrides require a student to be enrolled in classes at the time the request is submitted for consideration. A student becomes an ineligible student after they are no longer enrolled for the period of enrollment; therefore schools are not permitted to process requests after the student has ceased to be an eligible student.

If not already done, please complete the Free Application for Federal Student Aid (FAFSA) by logging on to [studentaid.gov](http://studentaid.gov) and filing your 2023-2024 FAFSA online indicating you have a special circumstance and are unable to provide parental information.

Complete this form based on your relationship with your biological or legal parent(s). Due to the sensitive nature of this type of information, please be assured that any information you share with NTC's Financial Aid Office will remain confidential. Conditions that MAY warrant a dependency override are listed below. Please mark all that apply to your situation.

- Abandonment:** Your parent(s) retained legal custody of you, but voluntarily left or were purposely absent. Their whereabouts are unknown, or you cannot readily reach them. You have not had contact with your parent(s) and they have not provided you with any emotional or financial support for an extended period of time.
- Abuse:** Your health or safety was at risk due to living with your parent(s) in an environment that included physical, sexual, emotional, verbal, or substance (drug/alcohol) abuse.
- Incarceration:** At least one parent is in prison as a result of their participation in illegal activities and you do not have contact with or receive any support from your other parent.
- Institutionalization:** At least one parent is institutionalized and lacks the mental capacity to complete the FAFSA and you do not have contact with or receive any support from your other parent.
- Death:** Your custodial parent is no longer living, and you do not have contact with or receive any support from your other parent. (If your custodial parent has passed away, submit a copy of their death certificate or obituary.)
- Other:** Please explain

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*Please Note: Allowable circumstances are at the discretion of the Financial Aid Office*

**Please answer the following questions:**

### PARENT'S INFORMATION

Mother's Name: \_\_\_\_\_ Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Address: \_\_\_\_\_

Parent's Marital Status:     Married     Divorced     Separated     Never Married

If needed, please explain: \_\_\_\_\_

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When was the last time you lived with your Mother? \_\_\_\_\_ (month / year)

When was the last time you lived with your Father? \_\_\_\_\_ (month / year)

When was the last time you had contact with your Mother? \_\_\_\_\_ (month / year)

When was the last time you had contact with your Father? \_\_\_\_\_ (month / year)

If needed, please explain: \_\_\_\_\_

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### -REQUIRED DOCUMENTATION-

**All of the following items must be submitted with this form for an appeal to be considered. Incomplete request forms will not be reviewed until all documentation has been submitted.**

**Personal Statement by Student (Provide as much detail as possible)**

Attach a typed personal statement that summarizes the unusual circumstances, being sure to include your name, date, and signature. Your statement should include the following information: (1) the specific reason(s) you cannot obtain your parent's information in completing the 2023-2024 FAFSA, explain in detail (2) describe the current status of your relationship with your parents, explain in detail (3) an explanation of your living arrangements and means of financial support (4) if supported by another individual, identify the individual(s), describing the nature of that support and state the period of time supported.

**Personal Statement by Third Party**

Attach a typed statement signed and dated from a public official (on letterhead) who has knowledge of your unusual circumstances and knowledge concerning your relationship with your parents (e.g. teacher, high school guidance counselor, member of clergy, law enforcement representative, social worker, government agency, medical authority, or clerk of courts). The letter must include the individual's name, title or position, address and signature. This person cannot be related to you or living at the same address.

**Personal Statement by an Adult**

Attach a typed statement signed and dated from a friend, relative, neighbor, or anyone with knowledge of your family situation.

**Additional Supporting Documentation**

Attach copies of any relevant supporting documentation (e.g. court documents, legal documents, or police reports). Please Note: Students who report low or no income for their household size may be required to complete a 2023-2024 Low Income Explanation form explaining how they were able to pay for normal living expenses on an income that is below the Federal Poverty Income level.

Did anyone claim you on either of their 2022 or 2023 Federal Income Tax Returns?  YES  NO

If YES, Person's Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Did you receive financial support (health insurance, auto payment, room/board, use of a vehicle, cash, etc.) from your parents in either of the last two Federal tax years?  YES  NO

If YES, enter the type of support:	Tax Year Received (check one)		Approximate Value:
	<input type="checkbox"/> 2022	<input type="checkbox"/> 2023	\$
	<input type="checkbox"/> 2022	<input type="checkbox"/> 2023	\$
	<input type="checkbox"/> 2022	<input type="checkbox"/> 2023	\$

### Helpful Tips:

A legal parent includes a biological or adoptive parent, or a person that the state has determined to be your parent. Grandparents, foster parents, legal guardians, older brothers or sisters, widowed stepparents, and aunts and uncles are not considered parents unless they have legally adopted you.

### After Filing the FAFSA and Submitting your Appeal:

- ✓ If your appeal is approved, we will notify you and we will submit a correction to the FAFSA Processing System with all appropriate dependency override codes. Your financial aid will be packaged based on independent status.
- ⊘ If your appeal is not approved, we will notify you about our decision. In order to receive a financial aid package, you MUST then provide parent financial information and signatures using FAFSA online. Return to <https://fafsa.ed.gov/>. Select "Correction," and provide all necessary information, including all required parent information and signatures.

Requests are typically reviewed within 1 – 2 weeks. Depending on your circumstances and current eligibility, the review may or may not warrant a change in your dependency status. The Financial Aid Office will notify you of the results with an email to your NTC student email account. If you have any questions, please feel free to email our office at [financialaid@ntc.edu](mailto:financialaid@ntc.edu).

**Please Note:** Dependency overrides are approved on an annual basis. If your request is approved you will have to complete a dependency override renewal for each subsequent year confirming that the documented adverse family circumstances still exist.

### Certification:

By signing this application you certify that all of the information you provided is true and complete to the best of your knowledge and you agree, if asked, to provide further documentation that will verify the accuracy of your completed form. Providing inaccurate or false information may result in the denial, reduction, withdrawal and/or repayment of financial aid. Also, you certify that you understand that the Department of Education has the authority to verify information reported on this form with other state and federal agencies. If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
ID #

\_\_\_\_\_  
Date

**Return documentation to the Financial Aid Office via:**

Email: [financialaid@ntc.edu](mailto:financialaid@ntc.edu)

Mail: 1000 W Campus Drive, Wausau WI 54401

Fax: 715.301.2904

OR: drop off at the Financial Aid Office

**A financial aid advisor is available to discuss your situation or answer questions as you complete this form. Please feel free to call us for assistance at 715.803.1647.**

**Please Note:** All decisions made by the Financial Aid Office on dependency overrides are FINAL and cannot be appealed to the U.S. Department of Education.