



**2023-24
DEPENDENCY APPEAL**

COMPLETE WITH BLACK INK ONLY.
ELECTRONIC SIGNATURES ARE
NOT ACCEPTABLE ON THIS FORM.

Complete this form if you do not meet the criteria for independent status listed on the 2023-24 Free Application for Federal Student Aid (FAFSA), but you wish to present documentation to support a review of your dependency status. The chart below outlines the types of situations that may be considered, as well as suggested documentation to support each situation. Once your Dependency Appeal and all supporting documentation has been received, please allow up to 5 business days for your appeal to be processed.

Possible Situations and Suggested Documentation

Situation	Suggested Documentation
ABANDONMENT: Your parents have abandoned you, you have no contact with your parents, and you have been under the care of another adult or have been supporting yourself since that abandonment.	<ul style="list-style-type: none"> • A letter from your high school guidance counselor and • A letter (on agency letterhead) from a counselor/therapist or other professional source who is personally familiar with your situation.
ENDANGERMENT: You and your parents have severed all contact due to circumstances that would constitute endangerment (physical or psychological) to you.	<ul style="list-style-type: none"> • Court documentation or police report(s) and • A letter (on agency letterhead) from a counselor/therapist or other professional source who is personally familiar with your situation.
INCARCERATION: Your parent (in a single parent family) is incarcerated and you have no contact with your other parent, or both of your parents (in a two parent family) are incarcerated.	<ul style="list-style-type: none"> • Current proof of incarceration and • A letter (on agency letterhead) from a counselor/therapist or other professional source who is personally familiar with your situation.
DEATH OF PARENT: Your supporting parent is deceased and you have no contact with your surviving parent.	<ul style="list-style-type: none"> • A copy of your parent's death certificate and • A letter (on agency letterhead) from a counselor/therapist or other professional source who is personally familiar with your situation.
VICTIM OF HUMAN TRAFFICKING: You have been certified to be a victim of a severe form of trafficking by the Office of Refugee Resettlement (ORR) or the U.S. Department of Health and Human Services (HHS).	<ul style="list-style-type: none"> • Unexpired, original certification letter (submitted in person to the Office of Student Financial Aid or Rocket Solution Central).
REFUGEE or ASYLEE: You have been granted refugee or asylee status by U.S. Citizenship and Immigration Services (USCIS).	<ul style="list-style-type: none"> • Unexpired, original entry status documentation that identifies your current or prior status as a refugee or asylee (submitted in person to the Office of Student Financial Aid or Rocket Solution Central).

It is your responsibility to identify the parties who may be able to help you document your situation. Suggested sources are listed below. Your source(s) must be personally familiar with your family situation.

- | | | | |
|------------|-----------------------|----------------------------|---------------------------|
| • Minister | • Attorney | • Teacher/professor | • Caseworker |
| • Doctor | • Counselor/therapist | • University administrator | • Relative (not a parent) |

Letters from parents are not acceptable.

Any letter submitted as documentation from a professional source should be on agency letterhead, if appropriate, and should include:

1. Your name.
2. The nature of the writer's relationship to you and the length of time they have known you.
3. **The reason(s) why you cannot provide your parents' information on the FAFSA.**
4. The writer's name, signature, address, and telephone number.

Please note: Upon receipt of your documentation, it may be necessary to request additional information to clarify or supplement documentation already submitted. You will be notified by email if additional information is needed.



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Please print all information.

Student Rocket Number: R _____ E-mail: _____

Last Name: _____ First Name: _____

Home Phone: _____ Cell Phone: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____

REQUIRED STEPS:

1. File a 2023-24 FAFSA at *studentaid.gov*. If you are unable to provide parent information, you will indicate this on the FAFSA.
2. Explain the unusual or mitigating circumstances between you and your parent(s), including why you cannot provide parent information and a parent signature on your 2023-24 FAFSA.

3. Complete and submit the 2023-24 Independent Student Verification Worksheet, available at *utoledo.edu/financialaid/forms/*.
4. If you filed a 2021 federal income tax return, submit a signed copy of your 2021 federal income tax return (including all schedules) or submit a copy of your 2021 IRS Tax Return Transcript. You can request the transcript at *irs.gov/transcript*. If you used the IRS Data Retrieval Tool to transfer your 2021 tax data to your 2023-24 FAFSA, you do not need to submit a copy of your IRS Tax Return Transcript.
5. If you did not file a 2021 federal income tax return, submit an IRS Verification of Non-Filing Letter. You can request this letter at *irs.gov/transcript* or by sending a completed IRS Form 4506-T "Request for Transcript of Tax Return" to the IRS.
6. If you had income from work in 2021, submit copies of all 2021 W-2s.

Certification Statement: I certify that all of the information and documentation provided for my dependency appeal is complete and correct. I understand that I must attach supporting documentation in order to be considered for independent student status, and that additional documentation may be requested by the Office of Student Financial Aid before a final determination is made. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

Student Signature Date

TO RETURN THIS FORM:

Upload to: *myUT.utoledo.edu*
"My Financial Aid"
"Secure Financial Aid Document Upload"

Mail to: The University of Toledo
Office of Student Financial Aid
2801 West Bancroft Street, Mail Stop 314
Toledo, OH 43606-3390

In person: Rocket Solution Central
1200 Rocket Hall

Fax to: 419.530.5835

Questions? Please contact Rocket Solution Central (RSC) at 419.530.8700.

For office use only

Approved

Denied _____

OSFA Signature Date