

## Unusual Circumstances Appeal

The Office of Financial Aid recognizes that in some circumstances, students are unable to provide their contributors (parents' or guardians') information on the FAFSA. The Unusual Circumstances Appeal is a formal request students can make to have their dependency status changed from dependent to independent. students requesting a change in financial aid status from dependent to independent.

Student Name: \_\_\_\_\_ JC ID: \_\_\_\_\_

(Printed)

**\*\*Student must sign the bottom of page three or documentation will not be accepted.**

Check the following statement that best describes your current situation. You must submit a **detailed letter explaining your situation** along with acceptable documentation. Please speak with your Financial Aid Specialist for documents required for your situation.

☐ I am unable to be supported by my family due to physical/emotional abuse, and/or drug/alcohol abuse.

**Documentation may include but is not limited to:**

1. A letter (on official letterhead) explaining the situation in detail from an objective third-party such as a social worker, psychologist, high school counselor, teacher, doctor, or other counseling professional.
2. Police reports
3. Court documents

☐ My custodial parent is deceased, and I have had no contact with my living parent (including financial support) for a significant amount of time.

**Documentation may include but is not limited to:**

1. A copy of the death certificate for the deceased custodial parent.
2. Documentation of the custodial relationship (i.e., student birth certificate, a court document, copy of the divorce decree or other viable evidence that the deceased was the custodial parent).
3. Letter(s) from an objective third party which supports the claim of not having lived with the non-custodial parent (nor received financial support from that parent) for a significant amount of time.

☐ I am a political refugee/eligible non-citizen.

**Documentation must include but is not limited to:**

1. Immigration and Naturalization Service (INS) documentation verifying the student's status.
2. Other documentation to confirm that the parents are not living in the United States and are unable to provide support.

1. A written explanation that details the situation with your parents.
  - a. Additional documentation will be determined by financial aid.

**Statement of Circumstances:**

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**\*Signature cannot be typed\***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*While there is not a deadline to submit an unusual circumstances appeal, students must be actively enrolled. During times of high volume, leading up to the start of each term, students may experience longer waiting periods for processing. We recommend submitting your appeal no more than one week prior to the end of the term to ensure our office has sufficient time to review all documentation. Students will be notified via their JC student email account of approval, denial, or insufficient documentation.

*All requests are considered using best professional practice; requests do not guarantee approval. All financial aid regulations are subject to change through legislation or policy change by the U.S. Department of Education.*

**Office of Financial Aid Use Only  
Unusual Circumstances Appeal**

**Decision:**

☐ Approved

☐ Additional Documents Needed

☐ Denied

**Reasoning/Notes/Calculations:**

FA Specialist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FA Senior Specialist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please note, per DOE regulations, we “must complete verification for a selected student before exercising P.J. to adjust any values used to calculate the SAI.”**