



BOWLING GREEN STATE UNIVERSITY

Student Financial Aid and Scholarships

# Dependency Appeal

## 2020-2021

_____		_____
Last Name	First Name	BGSU ID number
_____		_____
Address (include apt. no.)		Phone Number
_____		_____
City	State	Zip Code
		BGSU E-mail Address

The U.S. Department of Education establishes the criteria used to determine a student’s dependency status for federal financial aid purposes. Based on documented “extenuating family circumstances” students classified as dependent for financial aid purposes, may petition to be re-classified as independent using this appeal form. *If this dependency appeal is approved, it is valid for the 2020-2021 academic year only. Your dependency status must be reevaluated each year.*

**Examples of extenuating circumstances that may be considered include** incarcerated parents, abandonment, abuse, and neglect. **\*\*NOTE:** Your parent(s) unwillingness and/or inability to support you financially, or you living on your own and paying your own bills, are **not** “extenuating family circumstances.”

**INSTRUCTIONS:** Complete the following steps and submit all supporting documentation to Student Financial Aid and Scholarships (SFA) using the contact information listed below.

**STEP 1: DEPENDENCY APPEAL STATUS** - check the applicable box below

<input type="checkbox"/> I am submitting this 2020-2021 Dependency Appeal form for <b>initial</b> review.
<input type="checkbox"/> I am submitting this 2020-2021 Dependency Appeal form for <b>renewal</b> review.

**STEP 2: PARENT INFORMATION** - **do not leave blank**; use your best estimate if unknown

Questions	Your Father	Your Mother
Name of Parent		
When did you last have contact with...		
Type of contact (In person, phone, or written)		
When did you last live with...		
What is the address of both your parents? If unknown, put N/A (Not Applicable).		

**STEP 3: SUPPORTING DOCUMENTATION** - provide the following documentation to support your situation

- Make sure your BGSU ID# and name are on all documents submitted.
- Do not submit copies of last year's Dependency Appeal statements. Each year an appeal is submitted, **current** documentation must be collected for consideration.

<input type="checkbox"/> A signed, detailed letter explaining your relationship with both biological and/or legally adoptive parents. Include: <ul style="list-style-type: none"><li>• Specific dates of events that caused your separation from your parents</li><li>• Where you have lived since separating from your parents</li><li>• Your current source(s) of income</li></ul>
<input type="checkbox"/> Any other supporting documentation that relates to your situation such as police reports, court reports, or documentation from a social agency.
<input type="checkbox"/> <b>FOR INITIAL APPEALS ONLY:</b> Two separate signed letters, on official letterhead, from a pastor, social worker, psychologist, high school guidance counselor, teacher, doctor, or another counseling professional explaining in detail their knowledge of your adverse family circumstances. These third party professional letters should include the length of time they have known you and their contact information.
<input type="checkbox"/> In some cases, additional documentation may be required for either the initial or the renewal process. (Examples: signed copy of 2018 federal income tax return & W-2s, independent verification worksheet). Check your MyBGSU To Do List for additional document requests.

**STEP 4: STATEMENT OF CERTIFICATION** – read and sign below

I certify that the information provided on this appeal, as well as, in the letters and supporting documentation, is true and complete to the best of my knowledge. Furthermore, I swear or affirm that I have not knowingly or intentionally provided any false or fraudulent documentation.

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

\_\_\_\_\_  
Date

**STEP 5: SUBMIT DOCUMENTATION** - Submit this signed appeal form, all letters and other supporting documentation to the Office of Student Financial Aid (SFA) for review.

**UPLOAD FORMS AT:**  
<http://sfa.bgsu.edu/upload>

**FAX TO:** 419-372-0404  
If you chose the fax option,  
processing may be delayed as staff  
are working remotely.

**QUESTIONS:**  
**EMAIL:** <https://sfa.bgsu.edu/asksfa>  
**PHONE:** 419-372-2651

## Possible Dependency Appeal Situations and Required Documentation

Situation	Required Documentation
Prior to college, your parents have abandoned you, and you have been under the care of another adult or have been supporting yourself since that abandonment.	<ul style="list-style-type: none"> <li>• A letter from your high school guidance counselor</li> <li style="text-align: center;"><b>AND</b></li> <li>• A letter (on agency letterhead) from one other professional source.</li> </ul>
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"> <li>• Court documentation or police report</li> <li style="text-align: center;"><b>AND</b></li> <li>• A letter (on agency letterhead) from a counselor or other professional source who is personally familiar with your situation (familiar with not only you, but with your parents as well).</li> </ul>
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"> <li>• Current proof of incarceration</li> <li style="text-align: center;"><b>AND</b></li> <li>• A letter (on agency letterhead) from a counselor or other professional source who is personally familiar with your situation (familiar with not only you, but with your parents as well).</li> </ul>
Your supporting parent is deceased and you have no contact with your surviving parent.	<ul style="list-style-type: none"> <li>• A copy of your parent's death certificate</li> <li style="text-align: center;"><b>AND</b></li> <li>• A letter (on agency letterhead) or documentation from a counselor or other professional source who is personally familiar with your situation (familiar with not only you, but with your parents as well).</li> </ul>

The following are suggestions for sources that you may go to for documentation to support your dependency appeal:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Minister</li> <li>• Doctor</li> <li>• Attorney</li> <li>• Counselor/therapist</li> </ul> | <ul style="list-style-type: none"> <li>• Relative (not a parent)</li> <li>• Teacher/professor</li> <li>• University administrator</li> <li>• Caseworker</li> </ul> |
|---|--|

**Letters from parents, friends, or roommates are not acceptable.**

Any letter submitted as documentation from the above listed professionals 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