

2025-2026 Appeal for Change of Dependency

Arkansas Tech's Title IV School Code: 001089

This form must be completed in **blue or black ink** and returned to the Arkansas Tech Financial Aid Office

• Brown Hall, Suite 206 • 105 West O Street • Russellville, AR 72801 • 479.968.0399 • 479.964.0857 (fax) • fa.help@atu.edu

Note: All notifications of missing information, awards, and general information from the Financial Aid Office will be e-mailed to your OneTech account.

Please print or type

Student ID Number _____ Date of Birth _____ E-mail Address: _____
 Month Day Year

Name _____
 Last First Middle Maiden (if applicable)

Mailing Address _____ Your Phone Number _____
 Street

City State Zip Code

Note: You may change your address at onetech.atu.edu.

PLEASE READ THIS FORM CAREFULLY. Filing this form does not guarantee that your appeal will be approved.

STEP 1: REASONS FOR APPEAL

Many students feel they are independent because they currently live on their own or because their parents no longer claim them on their income taxes. Others feel they should be considered independent because their parents refuse to provide information on the FAFSA or because their parents cannot afford to help with college expenses. However, these reasons are not sufficient for an appeal. The Financial Aid Office is required to consider parent information and expect a parental contribution for students who are not independent according to the FAFSA definitions unless exceptions are made. **Exceptions are made only when adequate documentation of extenuating family circumstances exists.** Extenuating circumstances are generally defined by students' inability to have contact with their parents.

Review the reasons for appeal below and check the one that describes your circumstance.

- ☐ 1) Severe circumstances within your family prevent you from obtaining your parents' financial information.
 Examples:
 - ☐ an abusive home situation which is detrimental to your physical or mental well-being
 - ☐ abandonment by both parents
 - ☐ history of parental alcohol or drug abuse
 - ☐ incarceration of custodial parent
 - ☐ death of custodial parent after filing FAFSA
- ☐ 2) You have extenuating circumstances not described above which prevent you from having contact with your parents to obtain parental information for FAFSA filing.
- ☐ 3) You are divorced after being married for at least one year. You now maintain a separate residence from your parents AND pay all expenses from your own income and assets.

STEP 2: PERSONAL STATEMENT AND DOCUMENTATION

Attach a personal statement (preferably typed) which completely and explicitly explains the basis of your appeal. Please note that your statement will be used only to determine if a dependency exception should be made and the information will be held in strictest confidence. Make sure your statement is signed and dated. Attach at least two acceptable sources of documentation which verify ALL the facts of your appeal. Acceptable sources of documentation are listed below according to the reason for your appeal.

If you checked reason #1 or #2, provide two or more of the following acceptable sources:

Signed statements from one adult professional AND one personal reference which verify the family circumstances described in your personal statement. Adult professionals who are not family members include clergy, attorneys, school guidance counselors, medical doctors, mental health professionals, teachers or professors, law enforcement officers, professional staff of Children and Family Services (Public Assistance Department), and officers of the court. Letters must be signed originals on agency letterhead with the professional title (Counselor, Rabbi, etc.). Parent's death certificate or newspaper obituary notice.

Acceptable reference letters should include the following:

- 1) Reference's name, address, phone number and relationship to the student
- 2) How long he/she has known the student (month and year)
- 3) A detailed statement regarding his/her knowledge of the student's family history and relationship with the parent(s)
- 4) If known, the last date the student lived with and received financial support from his/her parent(s)
- 5) How the student currently supports himself/herself

If you checked reason #3, provide all of the following sources.

Complete copies of your marriage license(s) and divorce decree(s); **AND**
Copy of rental/lease agreement statement from landlord.

When did you last live with your parent(s)? Month_____ Year_____

STEP 3: STUDENT CERTIFICATION – Read carefully before you sign.

I hereby certify that all information contained in this appeal for independent status, including my personal statement and other documentation, is true and complete to the best of my knowledge. I swear or affirm that I have not knowingly or intentionally provided any false statements or fraudulent documentation. I understand that if I am found to have knowingly or intentionally given false or fraudulent statements and/or documentation, my appeal will be denied and my eligibility for Federal and State student aid jeopardized.

Signature_____

Today's Date_____

Financial Aid Office Use Only

APPROVED_____
(Initial & Date)

DENIED_____
(Initial & Date)

xx: Student's File _____