



# Indiana University of Pennsylvania

**Financial Aid Office**  
Clark Hall, Room 200  
1090 South Drive  
Indiana, Pennsylvania 15705-1093

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## UNUSUAL CIRCUMSTANCE APPEAL FORM

Student's Name: \_\_\_\_\_ Banner ID: @\_\_\_\_\_

Local Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

IUP Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Telephone #'s (Cell): == \_\_\_\_\_ (Home): == \_\_\_\_\_

The Department of Education determines a student's status as dependent or independent by the answers the student provides on certain items on the Free Application for Federal Student Aid (FAFSA). Students are typically classified as dependent because federal student aid programs are based on the principle that students (and their parents) are considered the primary source of support for post-secondary education.

If you are considered a dependent student, but feel you have an unusual circumstance or reason as to why you should be considered an independent student, complete this form with sufficient documentation and return to our office.

**PLEASE NOTE:** The circumstances listed below **do not qualify** as "unusual circumstances" and do not merit a dependency override:

- Your parents refuse to provide their information on the FAFSA
- Your parents refusal/inability to contribute to your college expenses
- Your parents do not claim you as a dependent on their income taxes
- You demonstrate total self-sufficiency (i.e. living apart from your parents, paying own bills, etc.)

Upon receipt of your Unusual Circumstance Appeal Form and documentation, the IUP Office of Financial Aid will review your eligibility for independent status and will notify you by email (to your IUP email address) of the decision.

### **In addition to this form, the following items are required for the appeal:**

1. Complete the current year FAFSA on the web at [www.fafsa.gov](http://www.fafsa.gov) as soon as possible to be considered for maximum financial aid consideration. The FAFSA is available October 1<sup>st</sup>. Do not complete any sections requesting parental data and be sure to answer all the student status questions with a "NO" (if "NO" is the correct answer).

2. Provide the following in addition to this form.

A. Submit a **signed, detailed** letter from yourself explaining the unusual circumstance that makes you an independent student. You must describe your current relationship (even if you do not have a relationship) with your parent(s). Ensure to address the following:

- a. The nature of your relationship with your parent(s)
- b. Provide the date and place of your last contact with your parent(s)
- c. How you have been supporting yourself

B. Submit letters from **two individuals** who can attest to your situation.

- a. The first **signed** letter should be from a **professional individual** (i.e. counselor, clergy, social worker, teacher, police, etc.). Please submit on professional letterhead. If you are unable to provide a signed letter from a professional individual you may provide a signed statement from an adult relative; however, you must indicate in your statement why you are unable to provide a signed letter from a professional individual.
- b. The second **signed** letter should be from either a **professional** or **non-professional adult** individual who can attest to your situation.

3. Are you a Dislocated Worker (you are currently laid off or receiving unemployment due to be laid off, are a displaced homemaker, or was self-employed but now employed due to economic conditional or natural disaster):  
\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No** (place an X on the line)

4. Certification

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Please Note:** The independent appeal process for the Pennsylvania State Grant is administered by the Pennsylvania Higher Education Assistance Agency (PHEAA). If you are interested in filing an independent appeal for Pennsylvania State Grant purposes, please call PHEAA at 1-800-692-7392.

Please note that our office staff are "**Responsible Employees**" and are *required to immediately report actual or suspected sexual discrimination or sexual misconduct to the Title IX coordinator*. We are also "**Mandated Reporters**" and *must report suspected child abuse and child neglect consistent with the university's Protection of Minors Policy*.