

# 2023-2024 Financial aid adjustment request

## Professional judgement - unusual circumstance



Student Financial Services  
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402.486.2505

An unusual circumstance refers to conditions that allow a Financial Aid Administrator (FAA) to make an adjustment to a student's dependency status based on a unique situation (e.g., human trafficking, refugee or asylee status, parental abuse or abandonment, incarceration), more commonly referred to as a dependency override. If an FAA determines that an override is appropriate, we will be able to adjust your Dependency Status. These are performed on a case-by case basis to more accurately reflect your current status. These unusual circumstances must be documented by an objective third party (e.g., pastor, high school or college counselor, a social services agency official, etc.) in order to qualify for this type of professional judgement.

In order to determine your eligibility for an unusual circumstance, we will need:

- 1) **This completed form**
- 2) **Supporting and required documentation. There will be a delay and possibly no consideration of an adjustment if the supporting and required documentation is not attached with this completed form.**

### 1 - Student information

Name \_\_\_\_\_ UCID \_\_\_\_\_

1. Provide a letter to include information regarding your relationship with your parents, the length of time you have been in this situation, other people you have lived with, and how you have provided financially for yourself during this time.
2. Submission of a court order or official Federal or State documentation that the student or student's parents or legal guardians are incarcerated.
3. Written statement by one of the following:
  - a. State, county or Tribal welfare agency
  - b. Independent living case worker whose supports current and former foster youth with the transition to adulthood
  - c. A public or private agency, facility, or program servicing the victims of abuse, neglect, assault or violence.
4. Written statement from an attorney, guardian ad litem, a court-appointed special advocate (or similar), or a representative of TRIO or GEAR UP program which confirms the circumstances and the person's relationship to the student.
5. A documented determination of independence made by a financial aid administrator at another institution in the same or a prior award year
6. Utility bills, health insurance, or other documents that demonstrate a separation from parents or legal guardians.
7. Written documentation from those who have first-hand knowledge of your situation. Those persons writing letters should include their relationship to you, how long they have been aware of your situation and the unusual circumstances.

Student Financial Services will review your request and notify you of the decision within two weeks of receipt of this form and all required documentation. If additional information is needed, you will be notified.

**NOTE:** The reasons listed below do not qualify as an unusual circumstance.

1. Parents refuse to contribute to the student's education.
2. Parents are unwilling to provide information for the FAFSA or verification.
3. Parents do not claim the student as a dependent for income tax purposes.
4. Student demonstrates total self-sufficiency.

*(Continued on back)*

### 3 - Certification

I/We certify that the information submitted is correct to the best of my/our knowledge and understand that additional documentation may be requested. I/We authorize the Office of Student Financial Services at Union College to verify the information provided for this request. I/We understand that I/we will be notified within two weeks of the decision made by the Student Finance Committee and that their decision is final.

#### Signatures:

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

### 4 - Student Financial Services use only

#### Application complete

☐ Yes

☐ No

Missing \_\_\_\_\_

Requested \_\_\_\_\_ Date \_\_\_\_\_

Received \_\_\_\_\_ Date \_\_\_\_\_

#### Selected for verification

☐ Yes

☐ No

#### Decision

☐ Approved

☐ Denied

Comments:

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\_\_\_\_\_  
Director of Financial Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student notified initial

\_\_\_\_\_  
Date