



Financial Aid

Dependency Override Policy and Procedures

Financial Aid
Student Services Room 248
16007 CRENSHAW BLVD.
TORRANCE, CA 90506
(310) 660-3493 | eccfaid@elcamino.edu

DEPENDENCY STATUS

Most students entering a postsecondary school straight from high school are considered financially dependent on their parents for the purpose of financial aid. This means their parents must provide financial information on the FAFSA. In some circumstances, the financial aid office can change a student's FAFSA status from dependent to independent in situations where providing parental information may be difficult for the student.

The following are examples of circumstances that may be considered for a dependency override:

- An abusive family environment
- Abandonment and/or estrangement by parents
- Incarceration or institutionalization of both parents
- Parents cannot be located

The following circumstances would **not** be considered for a dependency override:

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

Note: Being considered independent does not automatically make you eligible for more financial aid. You may actually have more financial aid eligibility as a dependent student.

Determination of a change in dependency status by the financial aid office is made in accordance with our Professional Judgment Policy on a case-by-case basis.

APPEAL GUIDELINES

DEADLINES 2022-2023		
Attending Fall 2022 Only Form Due: November 4, 2022	Attending Fall 2022 and Spring 2023 OR Spring 2023 Only Form Due: April 28, 2023	Attending Summer 2023 Only Form Due: July 13, 2023

In order for our department to make a complete determination of your appeal, you must clearly demonstrate your extenuating circumstance. Consideration will be reviewed based on the information provided; we will not accept decisions made at other institutions.

Our office will use the information provided to determine if your appeal could make an impact to your financial aid award. Submission of this appeal does not guarantee an increase in aid. If you have incorrectly reported information on your FAFSA application, this review could negatively impact your



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EFC (expected family contribution) resulting in a loss/reduction of your current financial aid. Please review the information on your FAFSA application for accuracy before submitting an appeal.

Please allow 4-6 weeks for processing time as these appeals are reviewed by committee. You will be notified by the Financial Aid Office when your appeal has been processed, or if any additional information is required. Please note, if selected for verification, your appeal will not be reviewed until after verification has been completed.

DOCUMENTATION REQUIREMENTS

- 1. Personal Statement:** a detailed, legible letter explaining the adverse family circumstances with the following details:
 - Last known location of your parents
 - Your last contact with your parents
 - Where and with whom you have been living, and
 - The extreme extenuating circumstances that have caused it to be unreasonable or impossible for you to provide your parent(s) information on the FAFSA.
 - Attach supporting documentation such as police, medical, and/or court documents
- 2. Two Reference Letters:** letters need to describe your relationship with both of your parents. Be sure that:
 - At least one reference is from a professional such as a teacher, counselor, medical authority, employer, etc.
 - Professional reference letter must be written on official company letterhead
 - One reference may be a personal reference as long as they are not involved in the same circumstance
 - Each letter must be current dated with a wet signature and include name of person and contact phone number

HOW TO SUBMIT AN APPEAL

You will need to register with your student information before requesting a Dependency Override Appeal. To begin the appeal click on the following link <https://elcamino.verifymyfafsa.com>. Once you are logged on, you may request an appeal by selecting Transactions and click on the “Add +” button to the right, see below.



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The Request Transaction box will pop up; select current year and Professional Judgement: Dependency Override Appeal. Example below is an appeal for 2022-2023 aid year.

Next, a screen will pop up for you to provide narrative information as to the reason why you are requesting this appeal. Once done with the narrative, click on the Submit button to indicate that you are requesting to complete the appeal process.

Once you have submitted the request, you will be taken through the appeal form. **You will need to check the box on the form that states "I will provide supporting documentation" for the system to provide this request.** This will allow you to upload the required documents required for this appeal process. Please note, the Third-Party Documentation you will be required to upload refers to any supporting document for your appeal (i.e. reference letters, medical documents, police reports, etc.).

If the Financial Aid Office requests additional documentation; it will also be labeled as "Third Party Documentation".

Be sure to click the "Submit" button, then the "Finish" button, once all appeal documents are uploaded. Please be sure to check back periodically to see if our office needs additional information. You will be notified through this platform only.