



*Office of Financial Aid & Scholarships*

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**2022-2023 PROFESSIONAL JUDGEMENT REQUEST  
DEPENDENCY OVERRIDE**

In order to automatically be classified as an independent student, you must meet specific requirements that are outlined in Step 3 of the Free Application for Federal Student Aid (FAFSA). The U.S. Department of Education realizes that students experience extenuating circumstances that require the re-evaluation of their dependency status. In order to request re-evaluation of your status, you must provide supporting documentation to the Office of Financial Aid & Scholarships. The documents you submit will be evaluated by your financial aid counselor and/or the Professional Judgment Committee. Please note that self-sufficiency is not in itself an acceptable reason for a “Dependency Override”. The U.S. Department of Education has directed schools under section 480(d)(7) of the HEA to use Professional Judgment for “Dependency Override” only if a student meets one of the following unusual circumstances:

**Abandonment by Parents OR Danger of Abuse (Mental or Physical)**

The required documents to support a “Dependency Override” and instructions are as follows:

- ◆ Complete the 2022-2023 Free Application for Federal Student Aid (FAFSA) if the application has not been filed.
- ◆ Dependency Override Requirement Form (this sheet).
- ◆ A signed detailed letter from you (the student) outlining your unusual circumstances, including how you plan to support yourself and your educational efforts without the support of your parents.
- ◆ At least one detailed letter (on letterhead) **from a professional** such as a teacher, guidance counselor, doctor, lawyer, or minister explaining and supporting your claim. The letter must supply first-hand detailed information concerning your situation. The letter must provide a signature and contact telephone number.
- ◆ At least two letters from other adults such as a relative: Grandparent, aunt, uncle, adult sibling or person who can supply first-hand detailed information about your situation. The letters must provide their signatures and a contact telephone numbers.
- ◆ Copies of legal documents that support your unusual circumstances.
- ◆ Verification Documents/Forms: Verification Worksheet (*you can access this form from the Financial Aid home page*), your 2020 Federal Tax Transcript and your 2020 W-2 forms.
- ◆ Copies of your Lease and Utility Bills. **ALSO**, other documents you feel are pertinent to your case.
- ◆ All documents must be submitted in one packet along with this form signed and dated by the student.

*☞ The Counseling staff reserves the right to request additional documentation.*

*☞ Request for “Dependency Overrides” must be resubmitted each academic year you wish to be considered.*

TO BE COMPLETED BY THE STUDENT:

I, \_\_\_\_\_ (PLEASE PRINT) ATTEST THAT I HAVE  
EXTENUATING CIRCUMSTANCE(S) WHICH MEETS THE CRITERION. ALSO, I GIVE PERMISSION FOR A  
DILLARD UNIVERSITY FINANCIAL AID ADMINISTRATOR TO CONTACT THE PEOPLE WHO PROVIDE DOCUMENTATION TO  
SUPPORT MY “DEPENDENCY OVERRIDE”.

\_\_\_\_\_  
STUDENT’S SIGNATURE

\_\_\_\_\_  
STUDENT’S ID #

\_\_\_\_\_  
DATE