



# DALLAS COLLEGE

## 2026-27 Request for Unusual Circumstance - Dependency Override

Please upload this form in Workday using the upload option for this specific action item. If you need assistance contact Financial Aid at (972) 669-6400 or [financialaid@dallascollege.edu](mailto:financialaid@dallascollege.edu).

The purpose of this form is to provide the student the opportunity to submit a special case for review for an unusual circumstance such as a dependency override. This review requires a minimum enrollment of six (6) credit hours. Please ensure a payment plan is set and/or tuition is paid in full. You are not eligible for this review with a failed Satisfactory Academic Progress (SAP) status.

### SECTION I: Student Information

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Student ID # Email

\_\_\_\_\_  
Address

\_\_\_\_\_  
Primary Contact #

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP Code

The Department of Education determines a student's status as dependent or independent by the answers the student provides on the questions listed in Step Three of the Free Application for Federal Student Aid (FAFSA). Students are classified as dependent or independent based on the principle that students (and their parent) are considered the primary source of support for postsecondary education. Since you do not meet the federal definition of an independent student, you must provide documentation that demonstrates unusual circumstances that makes it unreasonable to expect parental data on your application for financial aid. Please complete this dependency override request and return it the financial aid office with supporting documentation. **Processing times may vary.**

**Please allow 1–2 weeks during non-peak periods and 4–6 weeks during peak periods once all documentation is received.**

The following **DO NOT** qualify as reasons for requesting a dependency change:

- Student demonstrates total self-sufficiency.
- Parents are unwilling to provide information on the application or for verification.
- You do not live with your parents.
- Your parents do not claim you on their federal or state tax forms.

The following reasons may consider a student for a unusual circumstance. If approved for a dependency override, a student's dependency status may be updated on the FAFSA to independent and the student's financial aid eligibility calculation can be based on student income information only.

- Abandonment by parents.
- An abusive family environment that threatens the student's health or safety.
- Student is unable to locate his/her parents.

Documentation is critical to the unusual circumstance process. The documentation must support, and include the reason for, the request and should in almost all cases originate from a third party with knowledge of the unusual circumstances of the student.

**Please provide a typed and detailed statement explaining the severe situation(s) that exists in your family preventing you from obtaining your parent's financial information, such as parent physical or emotional abuse, severe estrangement, abandonment, incarceration, drug or alcohol abuse, mental incapacity, or other such situations beyond your control.**

### SECTION II: Type Of Documentation (See next page)

**Two** letters from third party persons must be provided to support your request.

Third party letters from:

☐ Minister ☐ Social worker ☐ Psychologist ☐ High school counselor ☐ Teacher ☐ Doctor ☐ Relative ☐ Other professional

If you are providing a report to document your circumstance, check one of the following:

☐ Police Report ☐ Court Reports ☐ Documentation from a social agency ☐ Parent's death certificate ☐ Other Report Type: \_\_\_\_\_

☐ Other Documentation: \_\_\_\_\_

**Student's Family Information:** List yourself and other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2025.

*If more space is needed, attach a separate page with your name and student ID # at the top.*

Full Name	Age	Relationship	College	Will Be Enrolled at Least Half Time (Yes or No)
Marty Jones (example)	28	Wife	Central University	Yes

**Note:** We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in an eligible postsecondary educational institution is inaccurate.

#### Certification and Signature

Each person signing below certifies that all the information reported is complete and correct. The student must sign this form. If married, the spouse's signature is optional, and if a dependent student, at least one parent must sign.

#### SECTION III: Signature Requirements

Turning in this form does not establish approval. Once you submit this form, you will be contacted by someone in the Financial Aid Office.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Office Use Only:

☐ Approved ☐ Denied ☐ Not Eligible for

Comments: \_\_\_\_\_  
\_\_\_\_\_