



2026-27 Unusual Circumstance Request (Dependency Override)

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ABOUT THIS REQUEST

Use this form when you are a dependent student but cannot contact a parent, or contacting a parent would pose a risk to you. Dallas College will review your situation individually to determine whether a dependency override is appropriate. This is different from a Special Circumstance income review and from an unaccompanied homeless youth determination.

1 Student information

LAST NAME

FIRST NAME

M.I.

DALLAS COLLEGE STUDENT ID

STUDENT EMAIL

STUDENT PHONE NUMBER

2 Request history - select one

- ☐ This is my first unusual circumstance review at Dallas College.
- ☐ A dependency override was approved by another institution.

PRIOR INSTITUTION - IF APPLICABLE

AWARD YEAR

3 Circumstance - check all that apply

- ☐ Contact with a parent may threaten my health or safety, including abuse, neglect, assault, or violence.
- ☐ I experienced parental abandonment, estrangement, or a complete breakdown of the parent-student relationship.
- ☐ I cannot locate or contact my parent(s) after reasonable efforts.
- ☐ I experienced human trafficking or circumstances related to trafficking.
- ☐ I have refugee or asylum status, or displacement makes parental contact unavailable or unsafe.
- ☐ I am incarcerated, or my parent or legal guardian is incarcerated, and the situation prevents parental contact or information.
- ☐ Another unusual circumstance prevents safe or reasonable parental contact.
- ☐ I may be an unaccompanied homeless youth or self-supporting and at risk of homelessness. Please review me for that determination.

THE FOLLOWING DO NOT, BY THEMSELVES, QUALIFY FOR A DEPENDENCY OVERRIDE

A parent refuses to contribute; a parent refuses to provide FAFSA or verification information; a parent does not claim the student on a tax return; or the student is financially self-supporting. If a parent refuses information or support, the student may ask about dependent-level Direct Unsubsidized Loan eligibility.



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You are not required to submit exactly two letters, a police report, or highly sensitive records. Submit documentation reasonably available to you. Dallas College may conduct and document an interview and may request additional information needed to support the determination.

4 Supporting documentation - check what you are submitting

- ☐ **Signed and dated student statement**
Describe the circumstances, relevant dates, the status of each parental relationship, and why contact is unavailable or unsafe.
- ☐ **Third-party statement or documented contact**
Examples: welfare agency, independent-living caseworker, victim-services program, attorney, court advocate, TRIO/GEAR UP representative, counselor, social worker, clergy, doctor, mentor, or relative with direct knowledge.
- ☐ **Court, agency, or incarceration documentation**
Examples: court order or official federal, state, county, tribal, correctional, or social-service record.
- ☐ **Prior determination from another institution**
Provide the institution, award year, and available decision documentation.
- ☐ **Records showing separation from parents**
Examples: utility bills, health insurance, lease, school records, or other reliable documents.
- ☐ **I am requesting a documented interview**
Select this if documents are unavailable or additional context would help Dallas College evaluate the request.
- ☐ **Other relevant documentation**
Provide any other information that directly supports the unusual circumstance.

5 Parent contact and safety information

PARENT OR LEGAL GUARDIAN 1 - NAME

LAST CONTACT DATE OR 'UNKNOWN'

PARENT OR LEGAL GUARDIAN 2 - NAME

LAST CONTACT DATE OR 'UNKNOWN'

- ☐ **Contacting one or both parents could place me at risk. Dallas College should not contact a parent without first discussing the safety concern with me.**
- ☐ **The current location or contact information for one or both parents is unknown.**

THIRD PARTY DALLAS COLLEGE MAY CONTACT - OPTIONAL

RELATIONSHIP/ORGANIZATION

PHONE OR EMAIL

Dallas College will use the information only to evaluate this request and will respect the student's privacy and safety.



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Dallas College must review requests as quickly as practicable and no later than 60 days after enrollment. A documented dependency override from another institution may support this request, but Dallas College must complete and document its own determination.

6 Student statement and certification

DESCRIBE THE CIRCUMSTANCE IN YOUR OWN WORDS

I certify that the information and documentation submitted are complete and accurate. I understand that Dallas College may request additional documentation or a documented interview and will notify me of the final determination and available next steps.

STUDENT SIGNATURE

DATE (MM/DD/YYYY)

7 Financial Aid Office use only

REQUEST RECEIVED

ENROLLMENT DATE

INTERVIEW DATE

PRIOR OVERRIDE REVIEWED

☐ Yes

☐ No

☐ N/A

DETERMINATION - SELECT ONE

☐ Approved - dependency override

☐ Approved - homeless youth determination

☐ Not approved - parental data required

☐ Refer for dependent unsubsidized loan-only review

☐ Pending additional documentation/interview

DECISION RATIONALE AND EVIDENCE CONSIDERED - REQUIRED

FPS ACTION/RESULTING TRANSACTION

FINAL NOTICE/AID OFFER DATE

REVIEWER AND SECOND-LEVEL REVIEW