

2023-2024 Unusual Circumstance Request Form

Name

ID Number

Program/Start Date

Unusual Circumstances

Unusual circumstances may be considered for a dependency override after you file your FAFSA and before receiving your initial award notification for the current aid year. After reviewing your unusual circumstance documentation, your aid package may remain the same, be increased, or reduced according to the information that has been submitted. A dependency override does not guarantee an adjustment will be made to your aid package.

Decisions are final and will be communicated directly to the student. Please do not submit documents unless instructed by our office.

Examples of Unusual Circumstances Considered

- Victims of human trafficking
- Refugee or asylee status
- Parental abandonment or incarceration
- Abusive family environment
- Parents are incapacitated
- Both parents became deceased after filing the FAFSA
- Unaccompanied youth who is homeless or is self-supporting and at risk of being homeless

Examples of Unusual Circumstances NOT Considered

- Parents do not claim you as a dependent on their tax return
- Parents are not helping you pay for college
- No longer living with parents (unless due to one of the unusual circumstances listed in the section above)

Complete the following steps:

- Write a detailed letter of explanation outlining your unusual circumstances, sign the letter, then submit with this form
- Submit non-returnable copies of required documentation listed for each item you checked below. Place student's name, ID Number and Program & Start Date on top of this document. All supporting letters must be signed by the author and on letterhead (if applicable)
- Ensure a 2023-2024 FAFSA has been submitted at studentaid.gov with the Apex Technical School code (007518)

Documentation may include (but is not limited to) the following:

- In your letter of explanation detail the relationship you have with your parent(s)
- Submit three (3) signed letters of support from NON-relatives (for example, landlord, employer, teacher and/or clergy) who can confirm the statements in your letter of explanation. The letters of support should also include how they know you and for how long
- A documented interview between the student and the financial aid administrator;
- Submission of a court order or official Federal or State documentation that the student or student's parents or legal

- guardians are incarcerated;
- a documented phone call or written statement, which confirms the unusual circumstances with:
 - a state, county or Tribal welfare agency;
 - an independent living case worker who supports current and former foster youth with the transition to adulthood;
 - a public or private agency, facility, or program servicing the victims of abuse, neglect, assault, or violence; or
- a documented phone call or written statement from an attorney, guardian ad litem, a court-appointed special advocate (or similar), or a representative of a TRIO or GEAR UP program which confirms the circumstances and the person's relationship to the student;
- a documented determination of independence made by a financial aid administrator at another institution in the same or a prior award year; or
- utility bills, health insurance, or other documents that demonstrate a separation from parents or legal guardians.

Homeless youth determinations

A student is considered homeless if he or she lacks fixed, regular, and adequate housing. This is broader than just living “on the street.” It includes but is not limited to:

- youth sharing housing with other people temporarily because they had nowhere else to go;
- youth living in emergency or transitional shelters, for example, trailers provided by the Federal Emergency Management Agency after disasters;
- youth living in motels, campgrounds, cars, parks, abandoned buildings, bus or train stations, substandard housing, or any public or private place not designed for humans to live in;
- youth living in the school dormitory if they would otherwise be homeless; and
- youth who are migrants and who qualify as experiencing homeless because they are living in circumstances described above.

The documentation for an FAA’s evaluation of the living arrangements of a student must demonstrate that he or she meets the definition of this category of independent student. The determination may be based upon a written statement from, or a documented interview with, the student that confirms that they are an unaccompanied homeless youth, or unaccompanied, at risk of homelessness, and self-supporting. Such determination should be made without regard to the reasons that the student is unaccompanied and/or homeless.

Allow 4-6 weeks for processing. You will receive a notification of the outcome verbally and via your email. **Please note all decisions are final.** Additional documentation may be requested to support your situation. Any request submitted without documentation will be delayed.

Students who have been selected for verification **MUST** complete that process before their Professional Judgment Request will be reviewed.

Student’s Signature

Date

Submit Completed Professional Judgment Packet:

Drop off: Financial Aid Office
Room 117

Email: financial.aid@apexschool.net
(Do not email tax documents or documents with your Social Security Number and/or DOB)