



## Federal Unusual Circumstance Request form for 2023-2024

Date: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Name: \_\_\_\_\_

Students who do not meet the statutory definition for independent status for federal financial aid may request a dependency override. To be considered independent the student must be able to document **unusual** or **extenuating family circumstances**. *Please note that this form cannot be used to request independence status for the New York State TAP grant. This must be done separately through HESC in Albany as the criteria are different.* Until you meet the statutory requirements for independent status, you must go through the same process each academic year.

Transfer students who were previously granted a dependency override at another school must be approved at Russell Sage College. This includes submitting all required documentation.

Returning Russell Sage College students who were granted a dependency override last year and want the override renewed need not supply additional copies of the third party documentation. However, all other documentation is required annually including an updated statement as to the current status of the extenuating circumstances.

### Returning students complete this section:

- ☐ Check here if you were granted independent status for the 2022-2023 academic year at Russell Sage College
- ☐ Check here if your situation has not changed and you are again requesting independent status for 2023-2024. (submit a written statement explaining the status of your situation - Section A and complete the questions in Section B)
- ☐ Check here if you are now living with or reconciled with your parents. (In this case you need to complete the FAFSA with their information)

### All Students Required Documentation:

#### A. Extenuating Circumstances:

- Indicate the month and year you last lived with either parent. \_\_\_\_/\_\_\_\_
- Please submit, on a separate piece of paper, the reason(s) that you left your parents household and the extent of the contact you have with both your mother and father at this time. In this letter please indicate where and with whom you are currently residing and how you are being supported.

#### B. Student Information:

- Amount and source of income for 2021 and 2022. Attach signed copies of your 2021 and 2022 federal tax transcripts, statements from social services, W-2 forms, etc. Include both taxable and non-taxable income.  
2021- \$\_\_\_\_\_ Source \_\_\_\_\_  
2022 -\$\_\_\_\_\_ Source \_\_\_\_\_
- Where did you live in: (please circle appropriate response)

2021:	with parent	with relatives/guardian	on your own
2022:	with parent	with relatives/guardian	on your own
2023:	with parent	with relatives/guardian	on your own

**C. Supporting Documentation (for new requests only):**

- Submit at least two (2) letters from reliable third parties who can support and verify your circumstances. The parties writing on your behalf must have first-hand knowledge of your situation and describe it fully. (Reliable third parties may include, but are not limited to counselors, members of the clergy, social workers, teacher, attorney, etc)
- Any other documentation you would like to submit to support your request. (Examples include police reports, court papers, etc)

**Please Note:** Federal guidelines regarding dependency overrides clearly indicate the following situations do not qualify as extenuating circumstances and therefore would not result in a dependency override.

1. Parents refusing to contribute to the student's education.
2. Parents unwilling to provide information on the application or for verification.
3. Parents not claiming the student as a dependent for income tax purposes.
4. Student demonstrating total self-sufficiency.
5. Parents reside in a different state or country.
6. Situations within your control (ex. Parents did not like the person you were dating so you moved out)

Based on the documentation you submit, the Appeals Committee will make a decision regarding your status. The federal government has left the final decision on independence to financial aid personnel at each college. You have the burden to prove your independence and that it was either beyond your control or in the best interest of your physical and/or psychological well-being to leave your parent's household.

If you have any questions regarding this form, or would like to speak with a financial aid counselor about your situation, please contact our office at (518) 244-4525 (Troy) or (518) 292-1783 (Albany).

You will be notified by the financial aid office once a decision has been made or with any further instruction if necessary.

**All students must sign the certification below:**

**I certify that the information provided is true and accurate to the best of my knowledge. I consent to the verification by Russell Sage College, of any statement made herein. I also understand that the decision of the committee is final.**

---

**Student Signature**

---

**Date**

Return Form To:

Russell Sage College  
Financial Aid Office  
65 First Street  
Troy, NY 12180  
Fax: (518) 244-2460

Russell Sage College  
Financial Aid Office  
140 New Scotland Avenue  
Albany, NY 12208  
Fax: (518) 292-7701