

**Complete packet is due on the last day of finals during the primary semester (Fall/Spring) or first week of classes for summer only students. Incomplete packet or forms received after the deadline will not be processed**

STUDENT INFORMATION			
Last Name		COM ID#	
First Name		Phone Number	

**SECTION I - DISCLOSURE**

Please carefully review and complete all sections of this form. Incomplete requests will not be considered. College of Marin recognizes that some students may have unusual circumstances as it relates to family and the FAFSA form. In unusual circumstances, Financial Aid Administrators are given the authority, under Section 480(d)(1)(I) of the Higher Education Act, to determine that a student is independent: this is a dependency override.

**SECTION II – CONDITIONS THAT ARE CONSIDERED UNUSUAL CIRCUMSTANCE**

In the view of the U.S. Department of Education, exceptions may be made only if you can document extenuating and unusual circumstances. **The following conditions are considered for an Unusual Circumstance:**

- Left home due to an abusive or threatening environment
- Are abandoned by or estranged from their parents
- Have refugee or asylee status and are separated from their parents or their parents are displaced in a foreign country
- The student or custodial parent(s) is incarcerated and contact with the parents would pose a risk to the student
- Are otherwise unable to contact or locate their parents
- The student has been removed from the parent(s) residence by court order
- Other extenuating circumstances that can be sufficiently documented

**SECTION III – CONDITIONS THAT DO NOT MERIT UNUSUAL CIRCUMSTANCE**

Several conditions that **DO NOT** qualify for a change of dependency status include the following:

- Parents refuse to provide information on the FAFSA and/or for the Verification process
- Parents do not claim the student as a dependent for income tax purposes
- Parents refuse to contribute to the student’s education (i.e., pay tuition/fees, etc.)
- A dependent student who demonstrates self-sufficiency
- A student who does not wish to communicate with parents

**SECTION IV - INSTRUCTIONS**

All unusual circumstance requests require the following documentation. Please be as specific as possible

- A personal statement (preferably types) with signature and date, detailing your situation
- Separate statements on letterhead from a **Third Party Professional** who can verify your circumstances. Adult professionals include clergy members, attorneys, school guidance counselors/teachers, medical doctors, mental health professionals, law

enforcement officers, officers of the court, etc. **NOTE: Friends or family member are NOT considered Thirds Party Professionals, and may not submit information on your behalf unless requested by the Enrolment Services office.**

- A copy of your 2022 IRS Tax Return (if applicable); or 2022 W-2 forms if you worked but did not file taxes
- Any additional documentation requested based upon your individual circumstance

### SECTION V – TO THE PROFESSIONAL (3<sup>RD</sup> PARTY)

The student named above has applied for Financial Aid at College of Marin. The student has indicated on their Free Application for Federal Student Aid (FAFSA) ***that they are unable to provide parental information*** due to **unusual circumstances** regarding their family and living situation.

Please provide in a written statement describing our knowledge of the student's family history and relations with the student's parents. Include the following information on a separate sheet (official/business letterhead preferred).

1. How **long have you known the student?**
2. What is **your relationship** to the student?
3. Why do you believe that the student is **unable to provide parental information** on the FAFSA?
4. What is the most recent date to the best of your knowledge, the student **lived with or received support from their parent(s)?**
5. Why do you believe the student **should be considered independent?**
6. Provide your **full name and current contact information**
7. **Sign and date your statement**

All information provided will remain **confidential** and will be used a Financial Aid Administrator to help determine the student's Dependency Status for Federal Title IV Financial Aid eligibility.

Please provide your written statement to the student for submittal

### SECTION V ADDITIONAL INFORMATION

Please provide answers to the following questions

1. How long have you been living on your own? \_\_\_\_\_
2. Regarding Parent(s), when is the time you:
  - a. Lived with (from month/year to month/year) Parent (1) \_\_\_\_\_ Parent (2) \_\_\_\_\_
  - b. Had contact with (month/year) Parent (1) \_\_\_\_\_ Parent (2) \_\_\_\_\_
  - c. Where do your parents live? Parent (1) \_\_\_\_\_ Parent (2) \_\_\_\_\_
3. Briefly explain how you have been supporting yourself and your current living situation (**attach a separate sheet if needed**)

**How to Submit:**

1. In person: Enrollment Services Offices at both Kentfield and IVC campuses
2. By email: [financial.aid@marin.edu](mailto:financial.aid@marin.edu)
3. By mail: Kentfield Campus: Enrollment services Office, 835 College Ave., Kentfield, CA 94904  
Indian Valley Campus: 1800 Ignacio Blvd., Novato, CA 94949

**CERTIFICATION AND SIGNATURES (Typed/Electronic signatures are NOT accepted)**

*By signing this form, I certify that all the information provided is true and correct to the best of my knowledge*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Staff Initial: \_\_\_\_\_

Date Received \_\_\_\_\_

Rec'd by: \_\_\_ Mail \_\_\_ In-person \_\_\_ Email

Entered UNCIRC code in Tracking \_\_\_ Yes \_\_\_ No

Check that all required documents are enclosed:

\_\_\_ Complete Request Form

\_\_\_ Written Statement

\_\_\_ 3<sup>rd</sup> Party Statement

\_\_\_ Copy of 2022 Tax Return or W-2 Forms