

Academic Year: 2024-2025

Form: Unusual Circumstances Appeal

Student's Name: _____ Student's ID #: _____

Please scan and submit your appeal documents at www.umgc.edu/help/submit-case.cfm.

The U.S. Department of Education determines each student's dependency status based on the information provided on the FAFSA. Students may submit an appeal to UMGC requesting that their dependency status be overridden, but such an appeal can only be approved in certain limited and exceptional circumstances. Unwillingness and/or inability of your parents to financially support you, or living on your own and paying your own bills are not by themselves considered to be exceptional circumstances.

INSTRUCTIONS:

- 1) Complete and submit the 2024-2025 Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Be sure to include UMGC's school code, 011644.
- 2) Complete, sign and date this form to indicate that you have read it in full.
- 3) Type, sign and date a one page personal statement explaining your exceptional circumstance(s). Your signed statement must include a complete history of:
 - your relationship with your biological and/or adoptive parents;
 - specific dates of events that caused your separation from your parents;
 - where you have lived since separating from your parents; and
 - how you have supported yourself while living separately from your parents.
- 4) Gather proof of your source(s) of income, including copies of your 2022 W-2 / 1099 forms and a signed copy of your 2022 IRS Form 1040 and all accompanying schedules. If you do not have a copy of your federal 1040, please request a free official 2022 **Tax Return Transcript** from the IRS at <https://www.irs.gov/individuals/get-transcript>.
- 5) Obtain signed and dated testimonial statements from **two different third-party professionals** (clergy members, counselors, social workers, lawyers, police officers, physicians) typed on their official business letterhead, documenting their firsthand knowledge of your exceptional circumstance(s). The Financial Aid Office may need to contact these references for clarification of your situation, so complete contact information must be included.
 - **The statements should be detailed and refer to specific events the writer has direct personal knowledge of. They should not be reiterations of information you have shared with them.**
 - An official police report may be substituted for one testimonial statement.
 - Statements from friends or family members are not acceptable.
- 6) Scan your appeal form, personal statement, income documents and testimonial statements and submit them to the Financial Aid Office via UMGC's secure document submission web page, listed at the top of this form. Be sure that your scans are clear and legible and that all attachments have a Windows compatible file extension, such as ".jpg" or ".pdf". Scans that are illegible or cannot be opened may cause your submission to be delayed or rejected.

Appeals submitted without all required documentation listed above cannot be considered.

If your Unusual Circumstances appeal is approved for the current academic year, your independent status will remain unless the institution is informed that circumstances have changed or if the institution receives conflicting information.

I, the undersigned, attest that I have read this form in full and that the information provided in my appeal is, to the best of my knowledge, true and accurate. I acknowledge that submission of this appeal does not guarantee a change in my dependency status nor receipt of additional financial aid, and that all decisions of the Special Conditions Committee are final and cannot be changed.

Student's Signature _____ Date _____