



## 2023-2024 Unusual Circumstances-Dependency Override Form

**Name:**

**PIA ID#:**

**Address:**

**Phone #:**

**Email Address:**

Students are considered "dependent" based upon pre-determined factors set by the U. S. Department of Education. According to the information available, you are considered "dependent" for financial aid, which means that your parents must provide income and asset information on your financial aid application. However, there are instances where circumstances warrant a special review of this dependency status. These circumstances **may not** include the following:

1. Parents refusal to contribute to the student's education
2. Parents unwillingness 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

If you believe your extenuating circumstance warrants a dependency review, you must submit a **separate letter explaining your situation, at least two letters from a professional source** (ex. school administrator, attorney, case worker, police officer, etc.) supporting your claim, and any other documentation you feel would assist the financial aid office in reviewing your case. Once submitted, the Financial Aid Office will determine your dependency status.

Some examples of extreme, unusual circumstances:

- Abusive family environment (physical, mental, sexual abuse, or other forms of domestic violence)
- Abandonment by Parents (usually in cases of one or more years)
- Incarceration or institutionalization (mental and/or physical illness) of both parents
- Parents whereabouts unknown or parents cannot be located
- An unsuitable household (child removed from household and placed in foster care)
- Other extenuating circumstances that can be sufficiently documented

**Your financial aid package will not be finalized until this form and any necessary documentation is returned. Should you have any questions, please contact your financial aid counselor.**

- Your request for independent status will be reviewed once all documents are submitted.
- If appeal is approved, the Financial Aid Office will submit the override to the Central Processing System (CPS). Your financial aid will then be packaged based on independent status. PLEASE NOTE: Additional documents may be required.
- If the appeal is not approved, you will be notified through your PIA email address. To receive financial aid, you will have to re-file your FAFSA at <https://studentaid.gov/h/apply-for-aid/fafsa> and include your parent's information and FSA ID (electronic signature).
- Processing of completely documented Dependency Override Requests may take up to two weeks. **ALL DECISIONS ARE FINAL.**



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**RETURN TO:** Pittsburgh Institute of Aeronautics

By Mail: Financial Aid Office  
PO Box 10897  
Pittsburgh, PA 15236  
By Fax: 412-466-0513  
By Email: [financialaid@pia.edu](mailto:financialaid@pia.edu)

Submit your completed request form along with all supporting documentation to the Financial Aid Office  
Please allow 2 weeks for processing AFTER we receive ALL requested documents.

I certify that the submitted information is true and correct to the best of my knowledge and belief. If asked by an authorized official, I agree to provide additional proof of the information provided on this form.

**Signature:**

**Date:**

**Office Use Only – Dependency Override**

Date of Review:

Dependency Override Approved:  Approved  Denied

Signature: