

2023-24 Unusual Circumstances Request Form



Student Information (please print)

Last name, First name, MI	
Empower ID	
Street Address	
City, State, Zip Code	
Phone Number	
Date of Birth	

The Higher Education Act allows an aid administrator to make dependency overrides on a case-by-case basis for students with unusual circumstances. However, *none* of the conditions listed below, singly or in combination, qualify as unusual circumstances meriting a dependency override:

1. Parents refuse to contribute to the student's education.
2. Parents are unwilling to provide information on the FAFSA or for verification.
3. Parents do not claim the student as a dependent for income tax purposes.
4. Student demonstrates total self-sufficiency.

Unusual circumstances do include an abusive family environment or abandonment by parents and may cause any of the above conditions. Also, overrides do not transfer from one school to another – overrides are valid only at the school that performs the override and can carry over year to year assuming that there is not any conflicting information, or the circumstance has not changed.

Documentation Needed:

Documentation of unusual circumstances should come from a third party that knows the student's situation (such as a social worker, psychologist, doctor, high school counselor, teacher, or member of the clergy). Copies of court records, police reports or other documentation should be submitted if applicable. Mercy College of Ohio also requires a signed and dated statement from the student detailing the unusual circumstances.

Please provide a letter explaining the unusual circumstance(s) and the supporting documentation along with this ***signed*** form. Please note, upon review, additional documentation may be requested.

Timeline:

No action will be taken on this request until we have received all required documentation. Please allow 2 to 4 weeks to complete processing of your request, depending on time of year. You will be notified by email of the decision of this appeal.

Financial Aid Office

Phone: 419-251-1219

FAX: 419-251-0969

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Per the Higher Education Act of 1965, an aid administrator's decision regarding adjustments is final and cannot be appealed to the U.S. Department of Education.

CERTIFICATION:

By signing this form, I certify that all the information reported and submitted is complete and correct. Upon request I will provide additional documentation to substantiate the information provided. **PLEASE DO NOT SIGN ELECTRONICALLY**

Student signature: _____ Date: _____

Please return to:

**Mercy College of Ohio
Financial Aid Office
2221 Madison Ave
Toledo, OH 43604
419-251-1219
Fax: 419-251-0969**

Financial Aid Office

Phone: 419-251-1219

FAX: 419-251-0969