

# DELAWARE LEARNING INSTITUTE OF COSMETOLOGY

## Dependency Override / Unusual Circumstance Policy 2023 / 2024

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**A Dependency Override (DO) is the Financial Aid Administrator's (FAA) determination that an otherwise dependent student is independent.**

- A Dependency Override is done only for unusual (rare, extraordinary, uncommon, unexpected, distinctive) circumstances on a case-by-case basis.
- A student must provide a written request to The Academy FAA with a detailed description of the special circumstance.
- The Academy must document its decision on the unusual circumstance to do the dependency override and collect third-party documentation to support its decision.
- All documentation pertaining to a dependency override must be placed in the student's file.
- Can only make a dependent student an independent, not an independent student a dependent

**Conditions either individually or in combination with one another that do not warrant a Dependency Override**

- Parents refusal to contribute to a dependent student's education.
- Parents are unwilling to provide information on the application or to clear up verification.
- Parents do not claim the student as a dependent for income tax purposes.
- Student demonstrates total self-sufficiency.

**Unusual Circumstances that are permissible for doing a Dependency Override**

- Human trafficking, as described in the Trafficking Victims Protection Act of 2000 (22 U.S.C. 7101 et seq.);
- Legally granted refugee or asylum status;
- Abandonment or incarceration of the surviving parent(s); or
- An abusive family environment that threatens the student's health or safety
- Incapacity of parents including but not limited to:
  - Incarceration
  - Mental Disability
  - Physical Illness
  - Death of a sole surviving parent
  - Other extenuating circumstances sufficiently documented by a signed letter from a legitimate third party.
- Verified as an unaccompanied youth who is homeless.

- Legal definitions of a “homeless youth” and “unaccompanied homeless youth,” as outlined in the 2023-2024 Application and Verification Guide, will be followed when determining verification and eligibility for the use of a dependency override.
  - A determination of being homeless is not a certain reason for dependency override or a case of professional judgment.
- Documentation may be provided by either a director or designee of an emergency shelter or a transitional housing program funded by HUD, a director or designee of a homeless youth basic center or transitional living program; or a high school or school district homeless liaison; or an FAA from another college.
- Students may contest the determination of the FAA by providing supporting information to be reviewed by the FAA or reviewed with the assistance of a homeless liaison.
- Unaccompanied homeless youth may use the address of The Academy as their own on the FAFSA.
- Discretion will be maintained when gathering information to respect the student’s privacy, such as, but not limited to, protected privileged doctor-patient information that must be kept confidential
- Verified as an unaccompanied youth who is at risk of homelessness and is self-reporting.
  - Documentation is provided by either a director or designee of a homeless your basic center, transitional living program, or an FAA from another college.
- Students who do not meet the definition of youth because they are older than 21 (and not yet 24) and who are unaccompanied and homeless or self-supporting and at risk of being homeless qualify for a dependency override.

### **Recommended Documentation**

- Letters to document the unusual circumstance from the student and two other outside creditable sources such as:
  - High School Counselor
  - Clergy
  - Community Groups
  - Government Agencies
  - Medical Personnel
  - Court documents
  - Prison Administrators
  - In rare circumstances, only where the above third-party documentation cannot be obtained, the Academy may accept a signed statement from relatives’ family and friends.

### **Subsequent Award Years**

- Determination of unusual circumstances must be made each award year.
- FAA must confirm in subsequent award years that rare circumstance(s) still exist to continue to make parental contribution inappropriate.

