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UTSA ID

Student's Last Name

Student's First Name

2011-2012 UTSA Request for Independent Status

Office of Student Financial Aid and Enrollment Services (SFAES)
University of Texas at San Antonio, One UTSA Circle, San Antonio, Texas 78249-0687
1-800-669-0919 financialaid@utsa.edu www.utsa.edu/financialaid

DOCUMENTATION SUBMITTED BY FAX OR EMAIL WILL NOT BE ACCEPTED

You may use this form to request a review of extenuating circumstances regarding your independent status. *Only students who are estranged from their parents due to **extenuating or unusual circumstances** (i.e., abuse, family alcoholism, drug abuse, etc.) which can be documented by an objective third party (i.e., high school or college counselor, social service agency official, pastor or clergy member, mental health professional, law enforcement officer, teacher, etc.) may qualify.*

The following examples *will not* make you independent:

1) Parents refuse to financially contribute to the student's education
2) Parents refuse to fill out information necessary to complete the FAFSA
3) Parents do not claim the student as a dependent for income tax purposes
4) Student demonstrates total self-sufficiency

Do not complete this form unless you have already applied for financial aid using the 2011-2012 FAFSA at www.FAFSA.ed.gov.

This form must be complete and all documents submitted at the same time. Write your name and Student ID at the top of every document and sign and date the form. Documentation may be submitted in person at the Enrollment Services counter, via U.S. mail, or at our drop box location.

STEP 1: Indicate if this is a new or renewal request. All submitted dependency override documentation must be confirmed.

☐ **NEW REQUEST FOR INDEPENDENT STATUS CHECKLIST:** If this is your first time submitting a dependency override request to UTSA, please turn in all of the following information at the same time. We cannot process a request without all documentation, and additional documentation may be requested.

— Submit a letter detailing the special circumstances that make you independent from parents. You must describe your current relationship (even if it is non-existent) with your father and mother. Address the following items:
  - The nature of your relationship with your parents
  - Provide the date and place of your last contact with your parent(s)
  - How you have been supporting yourself

— Submit two statements from professionals (teacher, counselor, clergy, social worker) familiar with the situation further outlining and verifying/substantiating the reasons for your independent status request. The statements must include address and telephone numbers and must be on letterhead.

— Attach a ***signed*** copy of your 2010 federal income tax return or a statement from IRS informing us that a tax return was not filed, list of income earned for 2010 and submit the W-2 form(s) or other earnings statement(s) if available.

☐ **RENEWAL REQUEST FOR INDEPENDENT STATUS CHECKLIST:** A dependency override is granted on a yearly basis. If you were granted a dependency override at UTSA in 2010-2011, please reapply by turning in all of the following information. We cannot process a request without all documentation, and additional documentation may be requested.

— Submit an updated letter detailing the special circumstance that makes you independent from your parents. Address the following items:
  - The nature of your relationship with your parents
  - Provide the date and place of your last contact with your parent(s)
  - How you have been supporting yourself

— Attach a ***signed*** copy of your 2010 federal income tax return or a statement from IRS informing us that a tax return was not filed, list of income earned for 2010 and submit the W-2 form(s) or other earnings statement(s) if available.

OFFICE USE ONLY

Date Received by SFAES: _____

Entered on RRAAREQ by: _____

Processed by: _____

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UTSA ID

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STEP 2: Complete the tables below by selecting the applicable box. Do not leave any blank boxes.

SECTION A: PERSONAL INFORMATION (CHECK ONE BOX PER QUESTION)			
Living Arrangements:	**With Parent**	**On Campus**	**Off Campus**
1. Where did you live in 2010?	☐	☐	☐
2. Where will you live in 2011?	☐	☐	☐
FINANCIAL SUPPORT		**Yes**	**No**
3. Did your parent(s) claim you as an exemption on their federal tax return in 2010?		☐	☐
4. Did your parent(s) claim you as an exemption on their federal tax return in 2011?		☐	☐
5. Did your parent(s) provide your health insurance in 2010?		☐	☐
6. Will your parent(s) provide your health insurance in 2011?		☐	☐
7. Did your parent(s) provide your auto insurance in 2010?		☐	☐
8. Will your parent(s) provide your auto insurance in 2011?		☐	☐

SECTION B: STUDENT BUDGET (DO NOT LEAVE ANY BLANKS)					
2011 Student Income Resources:	**Amount:** (per month)	**Source:** (i.e. Work, State, Parents, etc)		**2011 Student Expenses:**	**Amount:** (per month)
Income from Work	$			Rent/Mortgage	$
Unemployment Compensation	$			Utilities & Telephone	$
Social Security Benefits	$			Food	$
Housing Assistance	$			Car Payment	$
Financial Aid	$			Car & Health Insurance	$
Other Income (i.e. Monetary Gifts)	$			Other Personal Expenses	$
Total:				Total:	$

STUDENT ASSETS	
Current balance of cash, savings and checking	$
Current net worth of investments, including real estate (not your home)	$
Current net worth of business and/or investment farm	$
Other Untaxed Income (which also includes any child support received)	$

STEP 3: CERTIFICATION STATEMENT

Your signature on this document confirms your acknowledgement of the following:

- The information submitted for review is true and correct to the best of your knowledge.
- You have read each section and have provided the required documentation.
- Providing false information may result in reduced eligibility, repayment of aid, or both.
- Additional documentation may be required upon request.
- During peak seasons, there may be a 5-7 business day processing time for the request.
- Status of the request will be emailed to your preferred email account as you indicated on ASAP.

Student Signature: _____ Date: _____

PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University Of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et. seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.

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