

SECTION I – Student Identification

Student Last Name	First Name	M.I	Student ID#	
Permanent Address (include Apt #)			Date of Birth	
City	State	Zip	Home Phone Number	Cell Phone Number

SECTION II – Independent Status Verification

You reported on your FAFSA that you qualify as an independent student based on one of the criteria below. Review the situations listed below and check the ones that best describe your situation. To verify your independent student status, submit this completed form and the required documentation to the Financial Aid Office.

- I made a mistake on my FAFSA.** If you do not meet the criteria for an independent student, log in to your FAFSA to make the necessary corrections.
- I am an orphan.** Check this box if you have had no living parent (biological or adoptive) at any time since you turned age 13, even if you are now adopted.
Required supporting documentation:
A. Copy of the death certificate of each parent.
- I was in foster care.** Check this box if you were in foster care at any time since you turned age 13, even if you are no longer in foster care as of today.
Required supporting documentation:
A. Copy of the state Department of Human Services Verification of Court/State Ward status form from your caseworker.
- I was/am a state ward of the court.** Check this box if you were a dependent or ward of the court at any time since you turned age 13, even if you are no longer a dependent or ward of the court today.
Required supporting documentation:
A. Copy of the court decree.
- I was/am in a legal guardianship.** Check this box if you are or were in a court appointed guardianship with someone other than your parent or stepparent.
Required supporting documentation:
A. Copy of the court documentation on guardianship.
- I was/am a legally emancipated minor.** Check this box if you are or were determined to be a legally emancipated minor by a court in your state of residence.
Required supporting documentation:
A. Copy of the court documentation.
- I am an unaccompanied homeless youth or an unaccompanied youth at risk of homelessness.** Check this box if, at any time since July 1, 2023, you were unaccompanied (not with your parents) and either (1) homeless or (2) self-supporting and at risk of being homeless.
Required supporting documentation:
A. Letter from you fully explaining your situation, **and**
B. Letter (on official letterhead) from a clergy member, social worker, psychologist, high school counselor, teacher, doctor, social agency, homeless shelter or outreach program, or other professional agency.
- I have dependents that I support.** Check this box if you have children or other dependents, excluding your spouse, who live with you and who will receive more than half of their support from you now and from July 1, 2024 to June 30, 2025.
Required supporting documentation:
A. Name and age of each dependent.
B. Proof of income, housing expenses paid, daycare expenses, medical expenses, and other paid costs.
- I am requesting a dependency override for one of the reasons listed in Section III.**

SECTION III – Unusual Circumstances Dependency Override Appeal

Parental refusal to contribute to your education or provide information for the FAFSA, not being claimed as a dependent for tax purposes, and/or your self-sufficiency and living on your own are not adequate reasons for changing your dependency status. However, if there is an unintentional, involuntary, and uncontrollable break in the relationship between parents and student, Marine Trades Institute may be able to consider the student *independent*. To make that determination we will need a detailed written explanation and supporting documentation.

Review the situations listed below and check the one that best describes your situation. Sign the form and submit it along with the required documentation. Completing this form and providing the documentation requested **does not guarantee that a change will be made.**

- There has been a breakdown in my family structure due to physical abuse, emotional abuse, substance abuse, and/or abandonment, estrangement, or neglect.

Required supporting documentation:

- A. Letter from you fully explaining your situation, **and one or more of the following:**
- B. Court documents, **or**
- C. Letter (on official letterhead) explaining the situation in detail from a clergy member, social worker, psychologist, high school counselor, teacher, doctor, social agency, or other counseling professional, **or**
- D. Police report

- My custodial parent is deceased and my other parent is still living. However, I have had no contact with my living parent (including financial support) for a significant period of time.

Required supporting documentation:

- A. Letter from you fully explaining your situation, **and all of the following:**
- B. A copy of the death certificate for the deceased custodial parent, **and**
- C. Documentation of the custodial relationship (i.e., a court document, a copy of the divorce decree, or other evidence) that the deceased was the custodial parent, **and**
- D. Letter (on official letterhead) from a clergy member, social worker, psychologist, high school counselor, teacher, doctor, social agency, or other counseling professional, which supports the claim of not having lived with nor received financial support from the non-custodial parent.

- My situation does not fit those listed above.

Required supporting documentation:

- A. Letter from you fully explaining your situation and why you are requesting a change from *dependent* to *independent*, **and**
- B. Documentation that supports your request for an override and explains your situation, including your current living situation and how you are supporting yourself.

SECTION IV – Certification and Signature

I certify that all of the information on this form and accompanying documents is complete and correct.

Student's Signature (required)

Date

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Return to: Marine Trades Institute, 485 S. Meridian, Cedarville, MI 49719

Or upload this form through the Marine Trades Institute Student Portal: www.glbbs.empower-xl.com