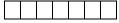
(713) 500-3860 phone • (713) 500-3863 fax

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In accordance with federal guidance, when unusual circumstances prevent a student from being able to provide parental information on the Free Application for Federal Student Aid (FAFSA), financial aid counselors may exercise professional judgement, in very limited cases, to make a documented determination of independence.

Unusual Circumstances include:	Unusual Circumstances, alone or in combination, do not include:
 Human trafficking, as described in the Trafficking Victims Protection Act of 2000 (22 U.S.C. 7101 et seq.); 	Parents refuse to contribute to the student's education.
Legally granted refugee or asylum status	Parents will not provide information for the FAFSA or verification.
Parental abandonment or estrangement; or	Parents do not claim the student as a dependent for income tax purposes
Student or parental incarceration	Student demonstrates total self-sufficiency.
These conditions would also not disqualify a student from being a homeless unaccompanied youth or self-supporting and at risk of homelessness.	

Students who meet the Unusual Circumstances criteria can complete the FAFSA form without providing parental information. In so doing, the applicant will receive an estimate of their financial aid eligibility. Requests for Unusual Circumstances can be submitted to the Office of Student Financial Services after filing your current year FAFSA. Students must also provide proper documentation for a final determination of dependency status and aid eligibility to be established. Documentation must be adequate to substantiate the student's circumstances. Documentation includes, but is not limited to, the items listed.

A final determination of dependency status and aid eligibility will generally be made within 14 working days after the Unusual Circumstance request and any required documentation have been received and reviewed. Submission of this request does not guarantee a change in dependency status or financial aid eligibility. The decision of the Financial Aid Appeals Committee (FAAC) regarding adjustments is final and cannot be appealed to the Department of Education.

Submit forms using the Document Upload feature on myUTH. All documents must be clear and legible. Emailed documents will only be accepted when received from the student's university email.

Log on to myUTH > Upload Additional Documents > FA Unsolicited Documents > Choose Document type > Submit

COMPLETE ALL SECTIONS				
Last Name	ogram			
Student Street Address (include apt. no.)				
	nail Address			
TRUCTIONS	nail Addres			

INSTRUCTIONS

Unusual Circumstance requests must include the following, as applicable:

- Personal Statement (signed/dated) that provides a detailed explanation of your circumstances including dates or a timeline and the reason you are 1. requesting a dependency override. Include information regarding your present living situation and how you support yourself, as well as the extenuating circumstances that support your request for a dependency override. Be sure to describe the following:
 - The nature of your relationship with your parents;
 - The location of both parents, if living, and when you last had contact with them; and
 - The reason you cannot obtain information and/or support from your parents.
- Declaration of Circumstances (page 2 of this form) 2
- 3. Expenses and Resources Worksheet, if applicable (page 3 of this form)
- 4 Supporting documentation related to your request and additional documentation, if requested

CERTIFICATION AND SIGNATURE

Signing below certifies that all of the information reported on this form is true and correct to the best of my knowledge and confirms my acknowledgement of the following:

- I have read each section, provided the required documentation and I agree to provide additional documentation, if requested.
- Submitting this request will allow the Office of Student Financial Services the opportunity to review my circumstances and does not guarantee a change in dependency status or financial aid eligibility.
- The approval of an Unusual Circumstance appeal from a previous institution may not necessarily impact the decision of UTHealth or UTMDACC.
- I understand all requested documents must be submitted within 60 days of making an Unusual Circumstances request, any documents submitted become part of my confidential financial aid record and cannot be returned. Requests may be denied if the requested documentation is not provided within the 60-day timeframe.
- Requests are reviewed and processed as quickly as practicable, generally within 14 working days after submission. Note: Processing time may be delayed during peak periods.

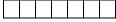
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An aid administrator's decision regarding adjustments is final and cannot be appealed to the Department of Education.

Unusual Circumstances

Office of Student Financial Services P. O. Box 20036 • Houston, TX 77225 (713) 500-3860 phone • (713) 500-3863 fax https://www.uth.edu/sfs/

Student ID



DECLARATION OF CIRCUMSTANCES

Indicate by checking the circumstance(s) that apply to you.

Check all that apply	Unusual Circumstance	Required Supporting Documentation All documentation and/or statements must be signed/dated
	UNACCOMPANIED HOMELESS YOUTH or AT-RISK OF BECOMING HOMELESS YOUTH	 Personal Statement AND at least <u>ONE</u> of the following: A local educational agency homeless liaison (or designee), as designated by the <i>McKinney-Vento Homeless Assistance Act</i> (42 U.S.C. 11432(g)(1)(J)(ii)). The director (or designee) of an emergency or transitional shelter, street outreach program, homeless youth drop-in center, or other program serving individuals who are experiencing homelessness. The director (or designee) of a Federal TRIO program or a Gaining Early Awareness and Readiness for Undergraduate program (GEAR UP) grant. A financial aid administrator at another institution who documented the student's circumstance in the same or a prior award year. A documented determination of independence made by a financial aid administrator at another institution in the same or a prior award year; or A documented interview between the student and the financial aid administrator.
	STUDENT or PARENT INCARCERATION* REFUGEE or ASLYEE VICTIM OF HUMAN TRAFFICKING	 Personal statement AND at least <u>ONE</u> of the following: submission of a court order or official federal or state documentation that the student or student's parents or legal guardians are incarcerated; a documented phone call or written statement, which confirms the unusual circumstances with:
	PARENTAL ABDANDONMENT or ESTRANGEMENT	 a documentation priorite call of mitter ocate (or similar), or a representative of a TRIO or GEAR UP program which confirms the circumstances and the person's relationship to the student. Personal statement Expenses and Resources worksheet (attached) AND at least <u>TWO</u> of the following: Court or law enforcement documents validating your situation (e.g., court order, police report; restraining or protection orders). Documentation or statement from Director or designee of an emergency or transitional shelter, street outreach program, homeless youth drop-in center or other program serving those experiencing homelessness. Documentation or statement from local school district homeless liaisons, state homeless education coordinators or equivalent representatives (e.g., McKinney-Vento liaison, school counselor, National Center for Homeless Education, etc.). Documentation or state, street outreach program; independent living case worker/social worker; agency assisting victims of abuse, neglect, assault or violence; Child Protective Services; Guardian ad Litem or a court-appointed special advocate, designee of a TRIO or GEAR UP program; counselor, clergy, physician or employer) Utility bills, health insurance, or other documents that demonstrate a separation from parents or legal guardians.

Unusual Circumstances

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EXPENSES AND RESOURCES WORKSHEET

List below the monthly expenses and income resources used to meet those expenses. *Only required for applicants declaring Parental Abandonment or Estrangement

Expenses				
Home Expenses	Monthly Amount	Income Resource		
Mortgage/Rent				
Water/Sewer/Trash				
Gas				
Electricity				
Phone				
Internet/Cable				
Daily Living/Health				
Groceries				
Clothing				
Personal Expenses				
Health Insurance				
Transportation				
Car				
Bus Fare				
Fuel				
Insurance				
Miscellaneous				
List expense:				
Total Monthly Amount:				

	Resources Answer the following questions				
1.	Were you claimed as a dependent on a 2022 Federal Income Tax Return other than your own?	Yes Name of Person: Relationship to you: No			
2.	Did anyone provide your health and/or dental insurance within the last year?	 Yes Name of Person: Relationship to you: No 			
3.	Did anyone provide your auto insurance within the last year?	 Yes Name of Person: Relationship to you: No 			
4.	Did anyone provide you housing or rent within the last year?	Yes Name of Person: Relationship to you: No			