



**LOUISIANA TECH UNIVERSITY**  
**Office of Financial Aid**

**Request for Dependency Override 2024-2025**

Please return this completed form to:  
Louisiana Tech University  
Office of Financial Aid  
PO Box 7925 Ruston, LA 71272

Each year, we receive numerous requests to consider only the student's income data and not that of the parents when determining a student's eligibility for federal financial aid. As you will note when completing the Free Application for Federal Student Aid (FAFSA), there are a number of conditions under which this is possible. Step 3 of the FAFSA, "Student Dependency Status," lists these conditions. If you meet one of the conditions listed on the FAFSA, you may simply mark "yes" to the appropriate condition(s) on the list and only your (the student's) data will be considered.

However, if you are unable to respond "yes" to at least one of the questions, you will be required to furnish parental data. You may not use the data of another relative with whom you lived. You may NOT be considered independent for the purpose of qualifying for federal financial aid solely because of any of the following:

- Your parent's unwillingness or refusal to contribute to college expenses.
- Your parent's unwillingness or refusal to provide their information for review.
- You live on your own and pay your own bills.
- Your parent(s) do not claim you on their tax returns.
- Your parents do not financially support you.
- Your parents/step-parents have prenuptial agreements.

Under Federal Law, to the extent your family is capable; they are primarily responsible for paying for your college. However, the rules do allow financial aid administrators to change your dependency status from dependent to independent if you have any unusual circumstance which can be documented. The following are examples of some special circumstances where you may possibly be allowed to submit your FAFSA without providing parental information:

- Your parents are incarcerated;
- Your parents are institutionalized for long-term illness or other condition which can be documented;
- You have left home due to an abusive family environment;
- You do not know where your parents are and are unable to contact them (and you have not been adopted).

You may request a review of your dependency status by submitting a Dependency Override Form (enclosed) for review. When the Dependency Override form is submitted it must be accompanied by documentation which verifies your situation. Gather as much written evidence as you can. Written evidence may include court or law enforcement documents, letter from a clergy member or school counselor, social agency reports, psychiatrist or counseling reports and/or any other relevant data which explains and/or verifies your circumstances.



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STUDENT'S Last Name	First Name	MI	STUDENT'S CWID or SSN
STUDENT'S Mailing Address (include Apt. No.)			STUDENT'S Date of Birth (MM/DD/YYYY)
City	State	Zip Code	STUDENT'S Home Phone (Include area code)
STUDENT'S Email Address			STUDENT'S Cell Phone (Include area code)

Financial aid regulations and law assume that the family has primary responsibility for meeting the educational costs of their student. If you are considered a dependent student according to the financial aid definition, your aid eligibility is determined by using parent income and asset information in addition to the student information. Dependent students are required by law to provide parental information and signatures to be considered for financial aid. This requirement has been reaffirmed in the reauthorization of the Higher Education Act signed into law October 7, 1998.

**Please explain in detail the reason(s) for your request:** Your request to waive the federal regulations requiring parental information is NOT a GUARANTEE of approval. Each request is evaluated on a individual basis and must be reaffirmed each year, if applicable.

**Documentation must clearly support your request:** The decision by the Office of Financial Aid is final and cannot be appealed to the University Administration nor the U.S. Department of Education. Your request should be submitted AFTER your 2024-2025 Free Application for Federal Student Aid (FAFSA) has been submitted online. E-mail inquires to [techaid@latech.edu](mailto:techaid@latech.edu).

**Please respond to the following questions on a separate sheet- Physically SIGN AND DATE at the end of your responses to questions #1-#3 on that separate sheet.**

1. Identify the location of both of your parents.
2. Describe the last time you had contact with each of your parents: When? Where? Date of the last contact? Nature of the contact?
3. Describe **how** you have been self-supporting. When did you start meeting your expenses without parental support?

In addition, you will need to submit the following:

- A copy of the student's birth certificate.
- If applicable, death certificates, obituaries, police reports, etc.
- Documentation (letter) from at least two third party sources such as minister, social worker, high school counselor, etc.

Third party documentation must be on letterhead from a business/company, church, etc. If not on letterhead, the letter must be notarized. Family member(s) or someone who is very familiar with the situation may add to the documentation. **These letters must also include the name of the sender, address of the sender, phone number of the sender, and the sender's relationship to the student.** Dependency override requests submitted without this documentation will not be considered.

**Mail all documents to:**

P.O. Box 7925  
Ruston, LA 71272

**or submit documents electronically:**

upload to Net Partner

**or submit to the Office of Financial Aid:**

Room 237 Keeny Hall

Your request for a dependency override should include the following:

- a. Written request answering questions #1, #2, and #3 from above.
- b. Copy of your (the student's) birth certificate.
- c. Supporting documentation such as death certificated, police reports, etc. (if applicable)
- d. At least two **PHYSICALLY SIGNED** supporting letters from a third party source on letterhead or notarized.

**\*\*Letters (statements) MUST INCLUDE:**

- name of sender
- address of sender
- phone number of sender
- relationship of sender to student

Provide complete, accurate addresses, telephone number(s), e-mail addresses so we can contact you quickly should we require additional information.

*You will be notified by email of our decision within 14 to 21 days if all documentation has been provided.*

**FOR OFFICE USE ONLY**

Prior year dependency override:      Yes              No

Prior EFC:    New EFC:

Denied / does not meet criteria

Incomplete request / needs other documents

Request Approved

Other (see comments)

Date Submitted Electronic Corrections:

Corrections Received:

Student Notified:    by email              by phone              in person

COMMENTS:

Counselor:

Date: