Applicants for federal student financial assistance who are requesting a review of their circumstances to enable them to apply as an independent student must submit documentation to support their claim of independent status. The type of documentation may vary from individual to individual. However, certain standard documents are necessary to document independence. Some or all of these documents should be submitted as one packet of materials.

**Documents:**

- Applicant’s tax transcripts for at least the last two tax years.
- Parent’s tax transcripts for at least the last two tax years.
- Applicant’s lease agreement in student’s name.
- Documentation of utility bills paid by student in student’s name.
- Documentation of car payments and car insurance paid by student and in student’s name.
- Documentation of an untaxed income such as social security benefits and other bills actually paid on your behalf by someone else.
- Letters from professional individuals on letterhead who can support your unusual circumstances pertaining to independent status.
- Court documents supporting your independence claim.
- A narrative statement from you, the applicant, presenting an overview of your request and rationale for approval.

A request for a Dependency override may be completed online at the Financial Aid Office website link on the College Homepage [www.occc.edu](http://www.occc.edu). Indicate that you are submitting documents.

The Financial Aid Office does not approve requests based on submission of documents, but rather based on the review and evaluation of submitted documents. Additional documents may be requested based on your unique circumstances. You will receive an email notification in your OCCC assigned email if additional information is needed.

Applicants should be aware that having sufficient resources to live separately from your parents is not in itself a sufficient means to be eligible for a dependency override.

Applicants should also be aware that parent’s unwillingness to help with college expenses does not absolve parents’ responsibility to provide certain information needed as defined by federal regulations.

Students who are unable to document independent status and must file as a dependent student are eligible to borrow an unsubsidized loan if they are unable to obtain parental information to complete the FASFA.

The OCCC Financial Aid Office communicates by email to the email you were assigned at the time of admission. Check your email regularly for important correspondence.

HC/MR 01/04/13