

**Student Name:** \_\_\_\_\_ **Valpo ID #:** \_\_\_\_\_

You indicated on the Free Application for Federal Student Aid (FAFSA) that you have unusual family circumstances that has temporarily given you a "provisionally independent status." The Financial Aid Office must collect information to verify your circumstances so we can fully grant an independent status on the FAFSA.

**STEP 1: Personal Statement**

Please attach a personal statement, detailing the other or unusual circumstances that have impacted you.

Be sure to include the following:

1. The nature of your relationship with parent(s)
2. The location of both parent(s) AND when you last had contact with them
3. Why you cannot obtain information and/or support from your parent(s)

**STEP 2: Third Party/Professional Statement**

Provide two letters from a third party, adult individuals who personally have knowledge of you and your situation and who can verify your circumstances. Please note the following:

1. If a letter is from a guidance counselor, physician, social worker, licensed therapist, clergy person, or other individual who has been involved in the circumstances in a professional capacity, please make sure it is on their Letterhead.
2. All letters must include details as to how the person knows you, how long they have known you, and how they have been involved and/or have first-hand personal knowledge of your circumstance.
3. The individuals submitting letters cannot be related to one another, nor can they reside at the same address. A telephone and address where the individual can be reached for follow-up questions must be included.

I certify all the information reported is complete and correct. The student must sign. A handwritten signature, not typed, is required.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Additional Information is located on the back of this page**

**INSTRUCTIONS**

Please do not return this document until you have completed and gathered all necessary information. If additional documentation or information is still needed, you will be notified. We understand the sensitive nature of these circumstances; all documentation received by our office will be kept confidential.

What circumstances are considered unusual	What circumstances are NOT considered unusual
<ul style="list-style-type: none"> <li>• Documented abandonment</li> <li>• Abusive or threatening environment</li> <li>• Severe estrangement from parents</li> <li>• Incarceration or Parental incarceration</li> <li>• Have refugee or asylee status and are separated from their parents, or their parents are displaced in a foreign country</li> <li>• Homelessness or at risk of becoming homeless*</li> <li>• Victim of human trafficking</li> <li>• Unable to contact/locate parent(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Parents refuse to provide information on the FAFSA application or for verification**</li> <li>• Parents do not claim student as dependent for tax purposes</li> <li>• Parents unwilling or unable to contribute to student’s education</li> <li>• Student demonstrates self-sufficiency</li> <li>• Student is reluctant to request the information from parents</li> <li>• Student does not wish to communicate with parents</li> </ul>

**\* Documented Homelessness:**

If you have been documented as homeless or at risk of being homeless from one of the following, update your FAFSA accordingly.

- Director or designee of an emergency or transitional shelter, street outreach program, homeless youth drop-in center, or other program serving those experiencing homelessness
- High school or school district homeless liaison or designee
- Director or designee of a project supported by a deferral TRIO or GEAR UP program
- Financial Aid Administrator (FAA)

**\*\*Parent(s) refuse to complete FAFSA**

If your parents are unwilling to provide their information on the FAFSA, we cannot make you an independent student, but you can apply for a Federal Direct Unsubsidized loan. Please make sure Question 8 on the FAFSA is updated accordingly.