



Financial Aid, Veterans & Scholarship Services  
**2019-2020 Request for Change in Dependency Status**

For Office Use Only
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Student's Name \_\_\_\_\_

Palomar ID Number \_\_\_\_\_

The Financial Aid Office is required by federal law (Public Law 110-315 dated 8/14/08) to consider parent information and expect an official calculation of expected parental contribution for students unless the student meets one of the following conditions:

- is born before January 1, 1996; Yes            No
- is married; Yes            No
- is a veteran of the Armed Forces; Yes            No
- is currently serving on active duty in the U.S. Armed Forces other than training; Yes            No
- is a student working on a degree beyond a bachelor's degree; Yes            No
- has children or dependents who receive more than half of their support from the student;
 

Yes	No
-----	----
- is (at any time since the age of 13 years) an orphan (both parents are deceased), was in foster care, or was a dependent or a ward of the court;
 

Yes	No
-----	----
- is an emancipated minor as determined by a court in their state of legal residence;
 

Yes	No
-----	----
- is in legal guardianship as determined by a court in their state of legal residence;
 

Yes	No
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- is an unaccompanied youth, homeless or at risk of being homeless as determined by the DOE guidelines.
 

Yes	No
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**DOE (Department of Education), allows schools to exercise "Professional Judgment" in determining a student's dependency status in certain situations where the relationship between you and your parent(s) has been compromised in a serious and ongoing way.**

**Required Documentation**

- **PERSONAL STATEMENT OF EXPLANATION** – include the following information:
  - why you are not able to provide parental information,
  - when you last had contact and lived with your parents,
  - and your current living situation;
- **AFFIDAVIT IN LIEU OF PARENTS INFORMATION**
  - One (1) "Affidavit In Lieu Of Parent Information" from a third party (such as a clergy, teacher, counselor, social worker, medical professional, court official) to support your claim; and
- **COURT/LEGAL DOCUMENTS** if applicable.

<b>Office use only</b>	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Reviewer Signature & Date
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Financial Aid, Veterans & Scholarship Services  
**2019-2020 Request for Change in Dependency Status**

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**PERSONAL STATEMENT OF EXPLANATION**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Palomar ID Number

Please explain your unusual circumstances. Be sure to include why you are not able to provide parental information, when you last had contact and lived with you parent (s), your current living situation and any documentation you have to support your statements. *(If you need additional space, use the back of this form.)*

**I hereby certify that the above statement is true and correct.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date



For Office Use Only

**AFFIDAVIT IN LIEU OF PARENTS INFORMATION**

Student's Name \_\_\_\_\_

Palomar ID Number \_\_\_\_\_

***The student named above has indicated on their application for federal financial aid that he or she is unable to provide parent information due to unusual circumstance. Please complete this form in support of their claim.***

Declarant's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Length of Relationship [Years/Months]: \_\_\_\_\_  
*(Cannot be a friend/family member)*

Email: \_\_\_\_\_ Phone# \_\_\_\_\_

***Please provide a brief statement regarding your knowledge of the student's family history including their relationship with parents.***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Why is the student unable to provide parent information for financial aid purposes?***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***To your knowledge, when was the last time the student;***

- Received financial Support from parent(s) [Month/Year] [\_\_\_\_\_/\_\_\_\_\_] ]
- Lived with parent(s) [Month/Year] [\_\_\_\_\_/\_\_\_\_\_] ]

\_\_\_\_\_  
Signature of Declarant

\_\_\_\_\_  
Date



The U.S. Department of Education and/or Palomar College selected your application for review in a process called “Verification.” In this process, we are required by law to compare information from your FAFSA with the information provided on this form and all requested financial documentation. Corrections may be deemed necessary. ***We cannot process your financial aid until verification has been completed. Please provide the required documents as soon as possible and read all instructions carefully before completing this worksheet to avoid delaying your financial aid awards.***

Last Name	First Name	MI	Palomar ID Number
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**INSTRUCTIONS:**

Step 1: Collect and attach **ALL** required documentation (see “Required Documentation” below).

Step 2: Complete and sign the form.

Step 3: Make **PHOTOCOPIES** of required documents and submit in person to the Palomar College Financial Aid Office **-or-** scan and email to us from your **Palomar Student Email Account** to [finaid@palomar.edu](mailto:finaid@palomar.edu)

**REQUIRED DOCUMENTATION**

**STUDENT/SPOUSE DOCUMENTATION REQUIRED**

**A. If you or your spouse (if any) FILED taxes for 2017 (or were required to file taxes), please attach:**

- A **PHOTOCOPY** of the 2017 Tax Return Transcript (*a document issued by the IRS*).
- DO NOT SUBMIT** your tax returns (*the original tax document, i.e., 1040, 1040A and 1040EZ, you submit to the IRS*).
- ◊ To order a 2017 Tax Return Transcript online: <http://www.irs.gov/individuals/Get-Transcript>.
- ◊ To order a 2017 Tax Return Transcript by phone: 1-800-908-9946.
- ◊ If you used the IRS Data Retrieval Tool (*transfers tax data to your FAFSA*) successfully when completing your FAFSA online, we **DO NOT** need your or your spouse’s (if any) tax transcripts.

----- **OR** -----

**B. Non-Filers:**

- If you or your spouse (if any) worked in 2017, but **DID NOT** file taxes, attach a **PHOTOCOPY** of **ALL** 2017 W-2 and/or 1099 forms or IRS Wage and Income Transcript for the person that worked, but did not file taxes.
- Request the “Verification of Non-filing Letter” from the IRS <http://www.irs.gov/individuals/Get-Transcript> or by phone 1-800-908-9946.

## Family Information

List all of the people in your household in the table below. Include:

- Yourself;
- Your spouse (if any);
- Your children if you will provide more than half of their support from July 1, 2019 through June 30, 2020, or if the children would be required to provide parental information if they were completing a FAFSA for 2019-2020. Include children who meet either of these criteria, even if they do not live with you; **AND**
- Other people if they currently live with you and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2019 through June 30, 2020.

Full Name	Age	Relationship	If this person will be attending college at least half-time from July 1, 2019 to June 30, 2020, please write the name of the college here.
		<i>Myself</i>	<i>Palomar College</i>

\*If you need more space, attach a separate page with your name and Student ID Number at the top.

## Income Information

<u>STUDENT INCOME</u>	<u>SPOUSE INCOME (if any)</u>
1a. Did <b>you</b> earn any income from employment in 2017? <input type="checkbox"/> YES <input type="checkbox"/> NO	1b. Did <b>your Spouse</b> (if any) earn any income from employment in 2017? <input type="checkbox"/> YES <input type="checkbox"/> NO
2a. Were <b>you</b> required to file a US tax return for 2017? <input type="checkbox"/> YES. See section A for instructions on Page 1. <input type="checkbox"/> NO. See section B for instructions on Page 1.	2b. Was <b>your Spouse</b> (if any) required to file a US tax return for 2017? <input type="checkbox"/> YES. See section A for instructions on Page 1. <input type="checkbox"/> NO. See section B for instructions on Page 1.
3. Did you or your spouse (if any) earn any income from employment in a foreign country in 2017 and either did not file a foreign tax return or filed a foreign tax return? <ul style="list-style-type: none"> <li><input type="checkbox"/> YES, and did not file a foreign tax return. Indicate amount earned, translated into US dollars, and country earned in: \$ _____ in _____.</li> <li><input type="checkbox"/> YES, and filed a foreign tax return. You <b>MUST</b> submit a <b>PHOTOCOPY</b> of your or your spouse's (if any) foreign tax return <b>AND</b> the Palomar Foreign Income Conversion Form (found at <a href="https://www2.palomar.edu/pages/fa/forms/">https://www2.palomar.edu/pages/fa/forms/</a> ). Convert all figures to US dollars, using the exchange rate in effect on the day you completed your FAFSA.</li> <li><input type="checkbox"/> NO, my spouse (if any) or I did not earn any income from employment in a foreign country.</li> </ul>	

## Certification

Signing this form certifies that the information reported is complete and correct and that any false statement or failure to provide proof when asked may be cause for delay, denial, reduction or withdrawal of financial aid.

**Warning: purposely giving false and/or misleading information may be cause for a fine, sentence to jail or both.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

*Submit in person to the Palomar College Financial Aid Office -or- scan and email to us from your Palomar Student Email Account to [finaid@palomar.edu](mailto:finaid@palomar.edu)*