



Lansing Community College
 1121 – Financial Aid Office
 Room 203, Gannon Building
 PO Box 40010
 Lansing, MI 48901-7210
 Phone: (517) 483-1200 option 2
 Fax: (517) 483-1170
 financial_aid@lcc.edu

**Special Circumstances by
 Professional Judgment**

**Dependency Appeal Form
 2009-2010**

Student Name: _____ LCC Student #: _____

The U.S. Department of Education policy states the parents have the primary responsibility for paying the cost of education. If, however, a student can **demonstrate lack of financial support and/or an unintentional, involuntary, and uncontrollable break in the relationship between parent(s) and student due to abuse, neglect, or refugee status**, Lansing Community College may be able to revise the student's dependency status for financial aid purposes.

1. Circle the best answer for the following questions:

a. My parents are willing to help me complete the FAFSA.

Strongly Agree Agree Not Sure Disagree Strongly Disagree

b. My parents are willing to help with my housing, food, insurance, & utility bills.

Completely Mostly Not Sure Very Little None

2. File Free Application for Federal Student Aid (FAFSA)

Please submit your FAFSA on line at www.fafsa.ed.gov. LCC school code is 002278

3. Submit ALL of the following documents to the Financial Aid Office. (You may be contacted to schedule an appointment with a Financial Aid Advisor to complete this process)

Personal Statement

Please write a statement explaining why you should be considered independent. Describe the circumstances of the separation from your parent(s) and the status of your current relationship with them.

Professional Letter

Provide a letter from a professional adult that verifies the circumstances you described in your personal statement. The letter must be signed, dated, and on letterhead. Professional adults include, but are not limited to, clergy members, guidance counselors, teachers, doctors, family counselors, mental health professionals, and law enforcement officers.

Complete the Family Table and Income Worksheet

Family Table and Income Worksheet are found below and on page 2.

Signed copy of your 2008 Federal Income Tax return (if applicable)

Documentation

If any of the following exist, provide: a) a copy of the parent(s) death certificate, b) proof of parent(s) incarceration, c) proof that the parent(s) are in a long term care facility such as rehabilitation or mental health facility, d) police reports, or e) court documents verifying the situation with the parent(s).

Secondary Letter (Recommended)

Provide a letter from a relative or friend who is aware of your family situation. The letter should state the writer's address, phone number, and relationship to you, along with his/her knowledge of the events that lead to your separation from your parent(s), and the nature of your relationship with your parent(s) as he/she understands it to be currently.

4. Complete the following tables; do not leave any area blank. If needed, put a "0".

Family Table (List yourself)

Name	Age	Relationship	College/University
		Self	LCC

Household Tax Forms and Income Information – Calendar Year 2008

Tax Returns include the 2008 Federal IRS Form 1040, 1040A, 1040EZ or a tax return from Puerto Rico or a foreign income tax return.

All Students

- Attached is my **signed** 2008 Federal tax return
- I will not and am not required to file a 2008 Federal income tax return
 - Attach W-2 forms or other earning statements
 - Income earned from work \$ _____
 - Employer Name _____

Sources of Untaxed Income and Additional Financial Information

Report annual amounts for 2008 (Do not leave any spaces blank. If zero, please write \$0) See Questions 46, 47, 94 & 95 of the FAFSA	Independent Students	
	Student	Spouse
Child support you paid because of divorce or separation or other legal arrangement		
Education credits - Hope and Lifetime Learning tax credits from IRS Form 1040—line 50 or 1040A—line 31.		
Taxable earnings from need-based employment programs - Includes Federal Work-Study and need-based employment portions of fellowships and assistantships.		
Grant and scholarship aid reported to the IRS in the adjusted gross income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.		
Combat pay or special combat pay. - Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q).		
Tax-deferred pension and savings plans paid directly or withheld from earnings. Including, but not limited to amounts W-2 in boxes 12a -12d, codes D, E, F, G, H and S.		
Child support you received for all children.		
Housing, food and other living allowances paid to members of the military, clergy and others (include payments & cash value of benefits)		
Veterans' noneducation benefits - Disability, Death Pension, Dependency & Indemnity Compensation or VA Work-Study.		
Any other untaxed income/benefits not reported elsewhere on this worksheet		
Money received or paid on your behalf (e.g. bills, rent, etc) not reported elsewhere on this worksheet		

Sign the Worksheet

- I certify that all of the information reported to qualify for Federal Student Aid is complete and correct
- All required documents are attached and all tax documents are signed.
- If you purposefully give false/misleading information on this worksheet, you may be fined and/or sentenced to jail

Student Signature _____ **Date** _____

OFFICE USE ONLY

APPROVED	DENIED		
Comments:			
Advisor Signature:		Date:	
APPROVED	DENIED		
Comments:			
Advisor Signature:		Date:	