

**Dependency Review – Collection of Documentation****20**        / **20**       **or****Student's Name****USC ID****My VIP ID**

In order to review your request to be treated as an independent student for financial aid purposes, you must provide our office with documentation to support this request. This documentation must include information about your biological (or adoptive) parents, a letter from you (the student) explaining your circumstances, and at least one letter of reference confirming these circumstances. All information collected by our office will be kept confidential. Please contact us if you have any questions regarding this request.

**Step 1: Please respond to the following items.**

1. Indicate the whereabouts of your biological (or adoptive) parent 1 and his/her current living arrangements. \_\_\_\_\_
2. When did you last have contact with your biological (or adoptive) parent 1? \_\_\_\_\_
3. When did you last receive support from your biological (or adoptive) parent 1? \_\_\_\_\_
4. Indicate the whereabouts of your biological (or adoptive) parent 2 and his/her current living arrangements. \_\_\_\_\_
5. When did you last have contact with your biological (or adoptive) parent 2? \_\_\_\_\_
6. When did you last receive support from your biological (or adoptive) parent 2? \_\_\_\_\_
7. What other family members are aware of your situation? \_\_\_\_\_

**Step 2: Student Letter of Explanation**

Attach a letter explaining, in detail, why you cannot/did not provide information about your biological (or adoptive) parents on your financial aid application. Please include your VIP ID and your signature on the letter.

**Step 3: Collect Supportive Documentation.**

1. The attached "Dependency Review – Reference Form" must be completed by an individual familiar with your situation (e.g. adult relative, counselor, healthcare provider, community intervention agency, social worker, police, clergy, etc.). You may make copies of the form if you wish to provide information from more than one reference.
2. Attach any other documentation (court documents, custody papers, police reports, etc.) which you feel will help explain and support your request.

**Step 4: Sign and date this form.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To continue the processing of your federal financial aid, you must complete and return all requested documentation. You will not be awarded federal financial aid until all requested information has been submitted and processed. Please submit this form as soon as possible.

**Step 5: Return all materials.**

Return this form and all other materials to the Office of Student Financial Aid and Scholarships by mail or fax. Once all materials have been received and reviewed by our office, you will be notified of the results and of any other actions you must take, if necessary.

*Office Use Only*

Counselor issuing form: \_\_\_\_\_ Date: \_\_\_\_\_ RHACCOMM \_\_\_\_\_