

**DEPENDENCY OVERRIDE REQUEST
2011-2012**

Name of Student _____

Vol State ID or Last Four Digits of SSN _____

Address _____

Home Phone # _____ Cell Phone # _____

REQUIRED DOCUMENTATION:

The student must write a letter identifying his or her “unusual circumstances” which they feel would constitute a dependency override. Please include all documentation pertinent to your situation such as: police reports, human services reports, etc. It will be necessary to also include a copy of your previous year’s income tax return and W-2’s and a copy of your most recent check stub to document your financial independence. (The Financial Aid Office reserves the right to request additional documentation once your request has been reviewed.)

A letter from a “third party” source documenting and supporting the student’s unusual circumstances is also required. This letter should generally be from an authority figure such as: high school teacher or counselor, pastor, human services representative or grandparent/relative who “knows” your situation.

Please turn this paperwork in to the Financial Aid Office, Volunteer State Community College, 1480 Nashville Pike, Gallatin, TN 37066 or fax to (615) 230-3487. **Please include this form with the documentation that you provide to our office.** You should allow up to 3 weeks for review (more time may be needed if your request is received during peak processing time). If we do not have the above mentioned documentation, your request for an override will **not** be processed. Notification will be either by telephone or by mail. At that time, it may be necessary for you to set up an appointment with the Financial Aid Office to complete your financial aid file.

If you have questions regarding this process, please feel free to contact the Financial Aid Office at 230-3456.