



## 2024-2025 Unusual Circumstances

The Office of Student Financial Aid, PO Box 9031, Room 112 Gandy Hall, Petersburg, VA 23806

Fax: 804-524-6818 | Email: [finaid@vsu.edu](mailto:finaid@vsu.edu)

Student Full Name: \_\_\_\_\_

Student VSU ID#: \_\_\_\_\_ Phone#: \_\_\_\_\_

VSU Email: \_\_\_\_\_

Virginia State University recognizes that standard financial aid forms do not always capture the full financial profile of our students due to unusual circumstances. Through a dependency override process, the Financial Aid Office **may** be able to override your dependency status for the 2024-2025 FAFSA school year, which **could** result in a recalculation of aid eligibility at Virginia State University. All override cases are subject to a review and are not guaranteed.

**All decisions are final.**

All documentation required must be attached. Incomplete information and telephone requests will not be accepted. Please **NOTE** the student have the primary responsibility for any financial obligation that may exist prior to the completion of the review process. Also, the Financial Aid Counselor may ask for additional documentation, at any time during the review process.

### Examples of situations that can be considered an unusual circumstance include:

- You have left home due to an abusive or threatening environment.
- You have been abandoned by or estranged from your parents and have not been adopted.
- You were granted refugee or asylee status and are separated from your parents, or your parents are displaced in a foreign country.
- You are a victim of human trafficking.
- You are otherwise unable to contact or locate your parents and have not been adopted
- Incarceration or institutionalization of both parents

### Examples of situations that cannot be considered an unusual circumstance include:

- Parents refuse to contribute to the student's education.
- Parents are unwilling to provide information on the FAFSA or for verification forms.
- Parents do not claim the student as a dependent for income tax purposes.
- Student demonstrates total self-sufficiency.

**Response and Turnaround Time:**

An appeal for Unusual Circumstances is often sent to a committee to process. Please allow at least 3 weeks for a response. During peak processing times (January through August), it may take 4-6 weeks for an appeal to be reviewed by the committee. The student will be informed of the decision by e-mail; we will use the e-mail address provided at the top of this form.

**Dependency Status Override**

- Letter from student
- A detailed letter from a 3<sup>rd</sup> party source familiar with your family circumstances. (Please use our 3rd Party Affidavit Form). The source should be a teacher, minister, lawyer, physician, counselor, social worker or other professional who is willing to verify your circumstances. Do not use another family member.
- Student’s 2022 and 2023 tax returns or other documentation of resources or in-kind support.
- A copy of ALL living expenses such as utility bills (light, telephone, gas), house/apartment lease, vehicle insurance, etc.
- Court documents or police reports.
- Current pay stubs

**Statement of Understanding:**

I/we certify that all of the information provided, and the supporting documentation submitted is true and accurate.

I/we understand that the request will not be considered until all adequate and complete documentation is submitted. In addition, the Office of Student Financial Aid may require additional documentation in order to verify and substantiate the situation.

I/we understand that the Office of Student Financial Aid will review the request and let me/us know of the outcome in approximately 3 weeks.

I/we understand that completion of this form does not guarantee additional aid, and Billing Office/Student Accounts payment deadlines and procedures need to be adhered to during the review process in order to avoid potential late fees.

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

**How to Submit:**

Mail: The Office of Student Financial Aid  
PO Box 9031, Room 112 Gandy Hall  
Petersburg, VA 23806

Fax: 804-524-6818  
Email: [finaid@vsu.edu](mailto:finaid@vsu.edu)  
In-Person: Room 112 Gandy Hall

**For office use only:**

Approved    Denied    Reason: \_\_\_\_\_

Student: 2022 AGI \_\_\_\_\_ 2022 Taxes Paid \_\_\_\_\_ 2022 Untaxed Income \_\_\_\_\_

ISIR Trans# \_\_\_\_\_ Old SAI \_\_\_\_\_ New SAI \_\_\_\_\_

FAA Signature/Date: \_\_\_\_\_