



2025-2026 Unusual Circumstance

Office of Student Financial Aid – Gandy Hall, Room 112 | Fax: 804-524-6818 | Email: finaid@vsu.edu

Student Full Name: _____
(PLEASE PRINT)

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 2025-2026 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 application or for verification.
- Parents do not claim the student as a dependent for income tax purposes.
- Student demonstrates total self-sufficiency.

Response and Turnaround Time:

Dependency Override appeals are frequently a committee process. Please allow at least 3 weeks for a response. During peak processing times (January through June), 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 3rd 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 2023 and 2024 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: _____

For office use only:

Approved Denied Reason: _____

Student: 2023 AGI _____ 2023 Taxes Paid _____ 2023 Untaxed Income _____

ISIR Trans# _____ Old SAI _____ New SAI _____

FAA Signature/Date: _____

How to Submit:

Mail: Virginia State University
Office of Student of Financial Aid
PO Box 9031, Gandy Hall
Petersburg, VA 23806

Fax: 804-524-6818
Email: finaid@vsu.edu
In-Person: Gandy Hall, Rm 112