



**Financial Aid**  
**Professional Judgment for**  
**Unusual Circumstances**  
**2024-2025**

Section 480(d) of the Higher Education Act of 1965, as amended (HEA), defines an independent student as someone who fits into one or more of six specific categories. Under these categories a student is independent if he or she -

- (1) Is 24 years of age or older by December 31 of the award year;
- (2) Is an orphan or ward of the court or was a ward of the court until the individual reached the age of 18;
- (3) Is a veteran of the Armed Forces of the United States;
- (4) Is a graduate or professional student;
- (5) Is a married individual; or
- (6) Has legal dependents other than a spouse –
  - a. Have children who receive more than half their support from you.
  - b. Have legal dependents who live with you and receive more than half their support from you.



**STUDENT INFORMATION:**

Student ID: N00 \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone #: (     ) \_\_\_\_\_ Email: \_\_\_\_\_@student.friends.edu  
(Friends Financial Aid will only respond to your student email)

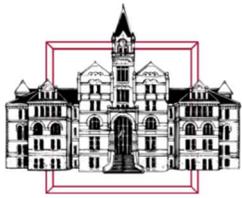
If you do not qualify as an independent student under federal guidelines and believe that you have **unusual circumstances** that justify a review, then you may appeal. The financial aid administrator will review your request and documentation and determine if a change is warranted. Federal definition has determined your dependency status as “dependent”. Completion of this form initiates your request to have your situation and documentation reviewed.

**Unusual Circumstances MAY Include:**

1. No contact with parent(s)
2. Student does not know the whereabouts of parent(s)
3. Unsafe home environment
4. Student is at risk of homelessness

**Circumstances which DO NOT qualify as unusual are:**

1. Student demonstrating total self-sufficiency
2. Parents refusing to contribute to the student's education
3. Parents unwilling to provide information on the application or for verification
4. Parents not claiming the students as a dependent for income tax purposes



# FRIENDS UNIVERSITY

## Financial Aid Professional Judgment for Unusual Circumstances 2024-2025

The following is a suggested list of documentation needed to begin the appeal process. Additional documentation may be requested, if needed:

1. Personal letter explaining independent status. Describe family circumstances including dates, time frames, living arrangements and other information.
2. Third party statement from someone familiar with your situation such as a counselor, minister, mental health counselor, attorney, etc.
3. Copy of federal tax forms from the previous year.
4. Other appropriate documentation (include your student ID on all documents).
5. Please check your student email for correspondence from our office.

By signing this form, to the best of your knowledge all of the information provided for this appeal is true and complete.

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

*Typed signatures cannot be accepted.*

If you have any questions, please call (316) 295-5100. You may submit this form in person, fax (316) 295-5703 or mail. Please be sure and encrypt any email that contains personal identifiable information (PII). We are unable to accept PII that has not been encrypted.

If you purposely give false or misleading information, you may be fined \$20,000, sentenced to jail or both.

**FOR OFFICE USE ONLY:**

**Date PJ Received:** \_\_\_\_\_ **Date PJ Reviewed:** \_\_\_\_\_

**Reason for PJ:** No Contact with Parent(s) \_\_\_\_\_ Unsafe Home Environment \_\_\_\_\_

Student Does Not Know the Whereabouts of Parent(s) Expense \_\_\_\_\_

Student is at Risk of Homelessness \_\_\_\_\_ Other \_\_\_\_\_

**PJ Special Unusual Circumstances Results:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_

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Reviewed by: Print Name and Title of Financial Aid Staff \_\_\_\_\_ Date \_\_\_\_\_