



## 2023-2024 Dependency Appeal Request Form

Student Name: \_\_\_\_\_ Campus ID: \_\_\_\_\_

**Step 1:** Complete and submit, to the best of your ability, the 2023-2024 Free Application for Federal Student Aid (FAFSA) on-line at [www.fafsa.gov](http://www.fafsa.gov).

- Retrieve your tax information for the FAFSA via the IRS Data Retrieval process.
- Remember to include UMBC's code (**002105**) so that the information may be released to UMBC.

**Step 2:** Prepare a typed one-page explanation of your exceptional circumstance. Your explanation should be clear and concise, signed, dated and include a history of:

- Your relationship with your biological and/or legally adoptive parents - include their first and last names, when you last spoke with each parent, and their last known address.
- Specific dates of events that caused your separation from your parents - include how long you have been separated from your parent(s) and your current address.
- If you have siblings, include their names, ages, and where they live - describe your relationship with them.
- Where you have lived since separating from your parents – include how long you have lived at each address.
- Your sources of income and how you have supported yourself while living apart from your parents – you should state if you have auto and/or health insurance and who pays.

**Step 3:** Gather professional **and** personal letter:

- Professional letter: from an individual who has firsthand knowledge of your circumstances from their professional capacity. This may be a member of clergy, social worker, counselor, law enforcement officer, physician, etc.
  - Letter should be detailed and refer to actual events – they should not be reiterations of events you have shared, but should reflect the writer's direct knowledge.
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- Letter should be signed and dated and provide contact information (if not on letterhead).
- Police reports or court documents can substitute for a professional letter.
- Personal letter: from a second individual documenting their first-hand knowledge of your exceptional circumstance. This person may know of your circumstance on a more personal level and may be a family member, close friend, or neighbor.
  - Letters should be detailed and refer to actual events – they should not be reiterations of events you have shared, but should reflect the writer’s direct knowledge.
  - Letter should be detailed and include the writer’s contact information including their address and phone number. If you currently live with a family member or close friend, a letter should be from this person; if you have siblings, a letter could be from one of them.

**Step 4:** Submit your appeal.

- Submit this Dependency Appeal Request Form, along with all supporting documents from steps 2-3.
  - Upload the documents using our contact link:  
<https://financialaid.umbc.edu/contact-staff/>
- Monitor your email; all communication about your appeal will be provided via myUMBC email. The appeals committee will reach out with a decision, or request for clarification/additional information within 2-4 weeks of receiving the appeal.

I understand completion of this request does not ensure a change in dependency status or receipt of additional financial aid. I understand that I am responsible for all outstanding bills with UMBC and should consider alternative payment arrangements in the case the appeal is not approved, or is approved but the aid does not cover all costs. Further, I understand that intentionally making false statements or misrepresentations will mean that my request will be canceled and may be referred to Judicial Services for review.

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

UMBC Office of Financial Aid and Scholarships · 1000 Hilltop Circle · Baltimore, MD 21250

Contact Us: [financialaid.umbc.edu/contact](https://financialaid.umbc.edu/contact)