

You may mail this information to Shawnee State University, Financial Aid Office  
940 Second Street, Portsmouth Ohio, 45662 or fax to 740.351.3435

**Student Information**

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Student's Name	Student ID	
Street		
City	State	Zip
Phone Number	Email Address	

Financial aid regulations assume that the family has primary responsibilities for meeting the educational costs of students. If you are considered a dependent student according to the Department of Education, your aid eligibility is determined by using parent income and asset information in addition to your information. However, if there is an unintentional, involuntary, or uncontrollable break in the relationship between parent and student, and if you can document why you should be considered independent for one of these reasons, you may petition for a waiver of federal regulations requiring parental information.

**\*\*Petition will not be processed unless all documentation is included.\*\***

Please check the reason that best describes your situation:

<input type="checkbox"/> Your custodial parent has died and the other natural parent is still living. You have neither had contact with nor received any financial support from the living parent for at least two years.	<input type="checkbox"/> Your family situation is unreasonable. The dysfunction may be the result of physical abuse, emotional abuse, alcohol abuse, drug abuse, or abandonment.
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**Required Documentation**

<ul style="list-style-type: none"> <li>• A letter from you explaining the situation in detail; AND</li> <li>• A copy of the death certificate of the deceased parent; AND</li> <li>• <b>Two (2) letters, on official letterhead</b>, from objective third parties (i.e. social worker, counselor, teacher, doctor, or other professional) which supports your claim that you neither lived with nor received financial support from the living parent for two years.</li> </ul>	<p><b>Required Documentation</b></p> <ul style="list-style-type: none"> <li>• A letter from you explaining the situation in detail; AND</li> <li>• <b>Two (2) letters, on official letterhead</b>, from objective third parties (i.e. social worker, counselor, teacher, doctor, or other professional) explaining the situation in detail; OR</li> <li>• <b>Two (2)</b> of the following:               <ul style="list-style-type: none"> <li>○ A notarized letter from an independent third party (<b>non-relative or friend</b>)</li> <li>○ Police reports</li> <li>○ Court reports</li> </ul> </li> </ul>
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If student filed a 2015 tax return, he or she must submit a signed copy of the tax return and W-2. If the student worked and did not file a tax return, he or she needs to submit a copy of W-2. If the student did not work, he or she must complete the Independent Income Expense Form. Student must submit Verification Worksheet 1.

*I hereby certify that the information I have provided is true to the best of my knowledge and acknowledge that making any knowingly false statement to a public official is a crime under Ohio law subject to fines and imprisonment upon conviction.*

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Student Signature	Date
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