Special Circumstances Appeal Process

Special Circumstances Appeals are done on a case by case basis and require sufficient documentation to explain the circumstance and identify the changes that need to be made to the Financial Aid application. The procedure outlined below is designed to help make this process as easy and streamlined as possible. Following the procedure will help insure that the process moves forward effectively and will help in getting the documentation we need to make an informed decision.

Step One - Meet with a Financial Aid Advisor

Meeting with a Financial Aid Advisor initially will accomplish the following three things.

1. Help determine if your circumstance is covered by the Special Circumstances Appeal Guidelines.
2. If the changes that would possibly be made will actually help the Financial Aid eligibility of the student.
3. Determine the documentation that is needed to get the Special Circumstances Appeal approved.

Step Two – Collect the documentation requested

In order for the Special Circumstances Appeal to be approved we must have the needed documentation to show why and what we are approving. The requested documentation is the minimum amount needed to approve the Special Circumstances Appeal. All documentation must be signed by the individual supplying it. We will not accept any documentation for your Special Circumstances Appeal until you have all requested documentation ready to submit. If you have questions or are having difficulty getting specific pieces of documentation please let the Financial Aid Advisor know and they may be able to offer alternative options on how to get the needed information.

Step Three – Meet again with the Financial Aid Advisor

This meeting should be made with the same Financial Aid Advisor as you met with during the initial appointment. During this meeting a review of all the needed documentation will take place and another review of the data will be done which will update the possible results from the Special Circumstances Appeal. Depending on the documentation received the Financial Aid Advisor may need to request additional documents to complete the Special Circumstances Appeal. If this is needed another appointment will be made and you will need to return with all documentation. If the Financial Aid Advisor determines that all the documentation needed has been received they will submit the documentation for approval.

Step Four – Financial Aid Director Review

The completed documentation will be submitted to the Financial Aid Director for review and final approval. This process can take up to 7 days, and once complete can have one of the three listed results.

1. Approved, once the Special Circumstances Appeal is approved the Financial Aid Staff will make the needed changes to your Application and create an updated Award Letter, this process can take up to 2 weeks to accomplish.
2. Denied, the Financial Aid Director may deny the Special Circumstances Appeal, if he determines the Special Circumstances Appeal does not meet the guidelines set by the Federal Department of Education.
3. Additional information needed. If the Financial Aid Director feels more information is needed, the student will be asked to resubmit additional information. This process will be done by working with the Financial Aid Advisor.

The process can be long and involved but the Financial Aid staff will help you through it. The Financial Aid staff will do their best to advise whether or not your claim will be approved or if it will have any effect on your Financial Aid awards.

Hennepin Technical College

2026-2027 Petition for Dependency Status Override

Financial Aid Office
13100 College View Drive
Eden Prairie, MN 55347

Phone: 952-995-1300
Fax: 952-995-1389
Email: fa@hennepintech.edu

_____ _____

Last Name **First Name** **Student ID or StarID**

If you are interested in pursuing a Dependency Override it is strongly suggested that you meet with a Financial Aid Advisor first to ensure you are collecting the correct documentation. Please call 952-995-1300 to schedule an appointment. This form needs to be submitted in person to an FA Advisor.

NOTE: You are automatically considered to be Independent and do not need to submit this form if any of the following applies:

- ✓ You were born before January 1, 2003.
- ✓ You were married as of the date you filed your original FAFSA for 2026-2027.
- ✓ You are enrolled in a masters or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)
- ✓ You are currently serving on active duty in the U.S. Armed Forces for purposes other than training.
- ✓ You are a veteran of the U.S. Armed Forces.
- ✓ You have children who will receive more than half of their support from you between July 1, 2026 and June 30, 2027.
- ✓ You have dependents (other than your children or spouse) who live with you and receive more than half of their support from you, now through June 30, 2027.
- ✓ At any time since you turned age 13, both of your parents were deceased, you were in foster care or a dependent or ward of the court.
- ✓ As determined by a court in your state of legal residence, you are or were an emancipated minor.
- ✓ As determined by a court in your state of legal residence, you are or were in legal guardianship.
- ✓ At any time on or after July 1, 2025, your high school district homeless liaison determined that you were an unaccompanied youth who was homeless.
- ✓ At any time on or after July 1, 2025 the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determined that you were an unaccompanied youth who was homeless.
- ✓ At any time after July 1, 2025 the director of a runaway or homeless youth basic center or transitional living program determined that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless.

By Federal Law the following conditions are **not acceptable** for consideration for a Dependency Status Override:

- ✓ Parent's refusal to contribute financially to a student's education or provide data for the FAFSA.
- ✓ Parent's refusal to claim a student as a tax exemption.
- ✓ Student's demonstrated self-sufficiency and/or living on one's own.

NOTE: For a review of a student's 2026-2027 Petition for Dependency Status Override, the student must complete and submit page two of this document, signed, along with the Requested Documentation as detailed on next page.

Continuing students that have had this process completed in prior years must complete and submit documentation and it will be reviewed on a case by case basis.

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Phone: 952-995-1300
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Email: fa@hennepintech.edu

Last Name **First Name** **Student ID or StarID**

For a review of a student's 2026-2027 Petition for Dependency Status Override, **the student must complete and submit this signed document, along with the Requested Documentation, as detailed below**:

_____1. Your custodial parent has died and the other natural parent is still living. You, however, have neither had contact with nor received any financial support from the living parent for a significant period of time.
Requested Documentation:
- ✓ Letter from you explaining the estrangement situation with your parent (s) in detail.
- ✓ A copy of the death certificate for the deceased custodial parent.
- ✓ A letter or statement from an objective third party (legal counsel, counselor, clergy) which supports your claim that you have neither lived with nor received financial support from the non-custodial parent for a significant period of time.

_____2. **Your family situation is unsafe**. This is the result of physical abuse, emotional abuse or drug or alcohol abuse.
Requested Documentation:
- ✓ A letter from you explaining the unusual circumstance or situation in detail.
- ✓ Two letters (on official letterhead) explaining the situation in detail from separate objective third-party individuals such as a minister, social worker, psychologist, high school counselor, teacher, doctor, lawyer or another counseling professional.

_____3. **You were previously married and now are divorced/widowed.**
Requested Documentation:
- ✓ Copy of divorce decree or death certificate.
- ✓ A letter explaining why you believe you should be considered independent.
- ✓ Must show self-sufficiency (income, bills, etc.)

NOTE: Please ensure student's name, student ID number and/or social security number appears on all submitted documents requested to complete the signed 2026-2027 Petition for Dependency Status Override. Upon completion please submit all documentation to the address above.

Student Certification:_____Date:_____

FOR OFFICE USE ONLY

Approved:_____ Denied:_____

Comments:_____

HTC FA Director Signature:_____Date:_____