

2026-2027 Financial aid adjustment request

Professional judgement - unusual circumstance

UNION
ADVENTIST UNIVERSITY
Financial Aid Office
financialaid@uau.edu
402.486.2505

An unusual circumstance refers to conditions that allow a financial aid administrator (FAA) to make an adjustment to a student's dependency status based on a unique situation (e.g., human trafficking, refugee or asylee status, parental abuse or abandonment, incarceration), more commonly referred to as a dependency override. If an FAA determines that an override is appropriate, we will be able to adjust your Dependency Status. These are performed on a case-by case basis to more accurately reflect your current status. These unusual circumstances must be documented by an objective third party (e.g., pastor, high school or college counselor, a social services agency official, etc.) in order to qualify for this type of professional judgement.

In order to determine your eligibility for an unusual circumstance, we will need:

1) This completed form

2) Supporting and required documentation. See the list below for acceptable documentation. There will be a delay and possibly no consideration of an adjustment if the supporting and required documentation is not attached with this completed form.

1 - Student information

Name _____ UCID _____

1. Provide a letter to include information regarding your relationship with your parents, the length of time you have been in this situation, other people you have lived with, and how you have provided financially for yourself during this time.
2. Submission of a court order or official Federal or State documentation that the student or student's parents or legal guardians are incarcerated.
3. Written statement by one of the following:
 - a. State, county or Tribal welfare agency
 - b. Independent living case worker whose supports current and former foster youth with the transition to adulthood
 - c. A public or private agency, facility, or program servicing the victims of abuse, neglect, assault or violence
4. Written statement from an attorney, guardian ad litem, a court-appointed special advocate (or similar), or a representative of TRIO or GEAR UP program which confirms the circumstances and the person's relationship to the student.
5. A documented determination of independence made by a financial aid administrator at another institution in the same or a prior award year.
6. Utility bills, health insurance, or other documents that demonstrate a separation from parents or legal guardians.
7. Written documentation from those who have first-hand knowledge of your situation. Those persons writing letters should include their relationship to you, how long they have been aware of your situation and the unusual circumstances.

The Financial Aid Office will review your request and notify you of the decision within two weeks of receipt of this form and all required documentation. If additional information is needed, you will be notified.

NOTE: The reasons listed below do not qualify as an unusual circumstance.

1. Parents refuse to contribute to the student's education.
2. Parents are unwilling to provide information for the FAFSA or verification.
3. Parents do not claim the student as a dependent for income tax purposes.
4. Student demonstrates total self-sufficiency.

(Continued on back)

3 - Certification

I certify that the information submitted is correct to the best of my knowledge and understand that additional documentation may be requested. I authorize the Office of Financial Aid Office at Union Adventist University to verify the information provided for this request. I understand that I will be notified within two weeks of the decision made by the Financial Aid Administrator. Please ensure that all documentation is attached otherwise there will be a delay and a possible denial for lack of documentation. If requested documentation is not received within 60 days from the date of the request, the Professional Judgement will be denied.

Signature:

Student

Date

4 - Financial Aid use only

Application complete Yes No Missing _____

Requested _____ Date _____

Received _____ Date _____

Selected for verification Yes No

Decision Approved Denied

Comments:

Financial Aid Administrator

Date

Student notified initial

Date