



## 2018-2019 Dependency Change Request (DCR) Form

**UTA Office of Financial Aid**

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A Dependency Change Request (DCR) may be submitted if you do not meet the federal definition of an independent student for financial aid purposes, and you believe you have a justifiable extraordinary circumstance that makes it unreasonable to assess your parents' ability to contribute to your educational costs. Your parent's unwillingness to contribute or provide financial data, and/or your ability to live apart and be self-supporting, are not sufficient reasons in and of themselves to justify a dependency change.

<b>Student's Name:</b>	<b>UTA ID:</b>
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### Required Steps to Request a Dependency Change

- Complete and submit the 2018-2019 Free Application for Federal Student Aid (FAFSA) at [fafsa.gov](http://fafsa.gov) to the best of your ability. Include UTA's Title IV code #003656 on the FAFSA. If your FAFSA results are selected for verification, the verification process must be completed prior to the review of the DCR.
- Attach to this form a typed, signed, and dated one-page explanation of your extraordinary circumstance. Include an explanation of:
  - your relationship with your biological and/or legally adoptive parents including their names, how long you have been estranged, and their last known address;
  - where you have lived since being estranged from your parents; and
  - how you support yourself including all sources of income.
- Attach to this form three (3) typed, signed, and dated one-page letters from two (2) professional references (e.g., pastor, attorney, counselor, teacher, principal, employer, etc.) and one (1) personal reference (e.g., family member, neighbor, close friend, etc.). Each letter must include:
  - an explanation of the person's first-hand knowledge of the details surrounding your situation (not just reiterations of what you may have shared); and
  - the writer's business letterhead and/or personal contact information including address and phone number.
- Submit this form along with the required attachments to the UTA Financial Aid Office for review. You may be asked for additional information and/or documentation depending on your individual circumstance.

### Certification and Signature

I certify that the information provided is complete and accurate, and that the signature below is hand-written and not forged (electronic signatures are unacceptable). I understand that if a change to my dependency status is approved for 2018-2019, a change to my status must be re-evaluated each application year going forward.

\_\_\_\_\_  
**Student's Signature** (Required)

\_\_\_\_\_  
**Date**