



**University of the Incarnate Word**  
**Office of Financial Assistance**  
**Request for Independent Status**

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Revised 1/2023

Name \_\_\_\_\_ UIW ID \_\_\_\_\_

## **Instructions**

Your dependency status may be evaluated if your family circumstances have resulted in a dissolution of the family and you are unable to live or be supported by your legal parents. You must be prepared to demonstrate that you are self-sufficient and be able to document why your parents should not be required to contribute to your education.

### **Circumstances that do not merit a request for independent status are:**

1. Parents refusing to contribute to the student's education.
2. Parents unwilling to provide information on the application or for verification.
3. Parents not claiming the student as a dependent for income tax purposes.
4. A choice made by the student to move out of his/her parent's home and be financially independent.

## **Step 1: Required Documentation**

**The following documents must be submitted with this form for consideration of your request for independent status.** Failure to include all requested documentation will result in automatic denial of your override request.

### **1. 2023-2024 FAFSA**

Complete the 2023-2024 FAFSA, without parental information, and electronically sign using your FSA ID.

### **2. Tax Documentation**

Did you file a 2021 U.S. federal income tax return?

Yes. Submit a copy of your 2021 tax return.

No, but I earned income in 2021. Submit copies of your 2021 W-2s.

No, I had no 2021 earned income. Submit a verification of non-filing letter for 2021 from the IRS

### **3. Personal Statement**

A one to two-page personal statement of appeal indicating the reason for your request for independent status.

Provide specific examples of the events that led to your estrangement from your parents.

Your statement must also include the following:

- a. Description of the history of your relations with both biological/legal parents. Include stepparents if they are relevant to your issues with your parent(s); and
- b. Where and with whom you lived from the time you stopped living with your parents through now; and
- c. Who provided your financial support from the time you stopped living with your parents until now. If you did not receive any financial support from others, explain how you supported yourself (i.e., job, financial aid, food stamps, etc.).

### **4. Two Letters of Support**

Have you previously been approved for independent status at UIW?

Yes. Letters of support are on file with the Office of Financial Assistance. Proceed to Student Information.

No. Provide two letters of support from parties who can confirm the dissolution of your relationship with your parent(s) by providing specifics about your family situation. These letters must be typed on official letterhead or with an attached business card and include the following: their signature, their current phone number, how they know you, and their knowledge of your situation.

- a. The first letter must be from an unbiased professional such as a doctor, psychiatrist, pastor, teacher, employer, high school guidance counselor, attorney, or police officer.
- b. The second letter may be from a friend, relative, neighbor, or anyone with knowledge of your situation.

## **Step 2: Student Information**

1. When was the last time you:

- |                          |                 |                 |
|--------------------------|-----------------|-----------------|
| a. lived with            | Parent #1 _____ | Parent #2 _____ |
| b. had contact with      | Parent #1 _____ | Parent #2 _____ |
| c. received support from | Parent #1 _____ | Parent #2 _____ |

**Current Income** – Provide your average monthly income and identify the source(s) by name.

### **Income**

<b>Type of Income</b>	<b>Amount Per Month</b>	<b>Source of Income</b>
<b>Wages</b>	\$ _____	_____
<b>Savings/Investments</b>	\$ _____	_____
<b>Unemployment Benefits</b>	\$ _____	_____
<b>Social Security Benefits</b>	\$ _____	_____
<b>Welfare Benefits</b>	\$ _____	_____
<b>Cash</b>	\$ _____	_____
<b>Other (Specify)</b>	\$ _____	_____

**Current Expenses** – Estimate your current monthly expenses below and how they are covered. Types of expenses are listed in the first column. Enter your estimate of the monthly amounts in the second column. In the “Source of Payment” column, provide the name(s) and relationship(s) of the person(s) who pay(s) the expense or provides the item for you. If you pay the cost, enter “Self” in the third column.

### **Expenses**

<b>Type of Expenses</b>	<b>Monthly Cost</b>	<b>Source of Payment</b>
<b>Housing</b>	\$ _____	_____
<b>Utilities</b>	\$ _____	_____
<b>Transportation</b>	\$ _____	_____
<b>Miscellaneous</b>	\$ _____	_____
<b>Education</b>	\$ _____	_____
<b>Other (Specify)</b>	\$ _____	_____

## **Step 4: Student Certification**

- The information submitted for review is true and correct to the best of your knowledge.
- Providing false information may result in reduced eligibility, repayment of aid, or both.
- Status of the request will be emailed to your preferred email account as you indicated on BannerWeb.
- You have read each section and have provided the required documentation and realize that more may be required upon request.

**Student Signature** (via UIW AdobeSign): \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email Address** \_\_\_\_\_ **Telephone Number** \_\_\_\_\_