



## Checklist for Dependency Review

Name: \_\_\_\_\_ CCC ID#: \_\_\_\_\_

**Step 1:** Create a letter that explains your family situation. You must include the following information:

- The whereabouts of your natural father and his current living arrangements.
- Last contact you had with your natural father and the frequency of contact with him in the last 5 years.
- The whereabouts of your natural mother and her current living arrangements.
- Last contact you had with your natural mother and the frequency of contact with her in the last 5 years.
- Why you cannot provide parental information on your FAFSA application.
- Any relative or other adult whom you live with.
- How you have sustained yourself without parental support.
- What other family members are aware of your family situation.
- Include your name, Colby Community College ID number and signature.

**Step 2:** Attach two letters from someone who is familiar with your family situation (e.g. relative, counselor, health care-provider, community intervention, police and clergy)

**Step 3:** Attach any supporting documents that support your family situation (Court documents)

**Step 4:** Return all materials to the Financial Aid Office at Colby Community College. Once the materials have been received and reviewed by the Financial Aid Office, you will be notified of the decision.

**Please note:** None of the following conditions singly or in combination will qualify for Dependency Override:

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

Financial Aid Office  
1255 South Range  
Colby, KS 67701  
Phone: 785-460-4679  
Fax: 785-4633