How to Access the Dependency Appeal Form

1. Go to GVSU Financial Aid Portal

2. You will need to log in using your GVSU single sign-on (SSO) username and password. If this is your first time accessing the GVSU FA Portal you will need to create your account.

3. The information entered must match the information on your FAFSA exactly.

4. Once logged in click on “Manage Requests.”

5. Choose Dependency Appeal by clicking the Blue + for the correct award year.
   Example:
   - 2022-2023 will be for your 2022-23 FAFSA for the Fall 2022/Winter 2023/Spring-Summer 2023 semesters
   - 2023-2024 will be for your 2023-24 FAFSA for the Fall 2023/Winter 2024/Spring-Summer 2024 semesters

6. Once you request your appeal, you will be required to enter why you are appealing in the “Please explain your reason for this request” box. Then click Submit. You will then get a Success notification. Click “OK” to close the box.

7. Click on the tab for your Dependency Appeal under the Needs Action section.
8. Click on PJ Dependency Override Appeal.

9. Click Fill Out.

10. Click on Continue.

11. Make sure your demographic information is correct, then click continue.

12. Choose the reason for your appeal, then click continue.
13. Type your detailed statement.

Your detailed statement must include the following:

- An explanation of the extraordinary family circumstances that led to you leaving your parents' household.
- Your past relationship with both of your parents.
- Your present relationship with both of your parents.
- The date you last had contact with your parents or date you were last supported/leave your parents' household.
- How you are supporting yourself.

14. Click on “I will provide supporting documentation,” and click on continue.

Note: your file will not be reviewed if supporting documentation is not provided.

15. Enter your password to E-Sign the form or elect to “Opt out of E-Sign” to print, sign and upload your completed form.

16. A Success box will pop up, click “OK.”

17. You will be prompted to upload your supporting documentation. You must upload the following:

1). Documentation from a third party with knowledge of your unusual circumstances.

Third party examples include, but are not limited to; a teacher, counselor, medical authority, member of the clergy, prison administrator, government
agency, or court. Evidence can be a signed letter or an official document, such as a court order.

AND

2). A signed letter from a family member or friend explaining your unusual circumstances.

18. Make sure the documentation is clear and easy to read in the Document preview section, then click "Use". Continue to add pages to support your appeal. Once all pages are uploaded, click "No" when asked if you would like to add another page.

19. Then click "Submit."

20. You will then need to click "FINISH" on the home screen for your request to be sent to our office.