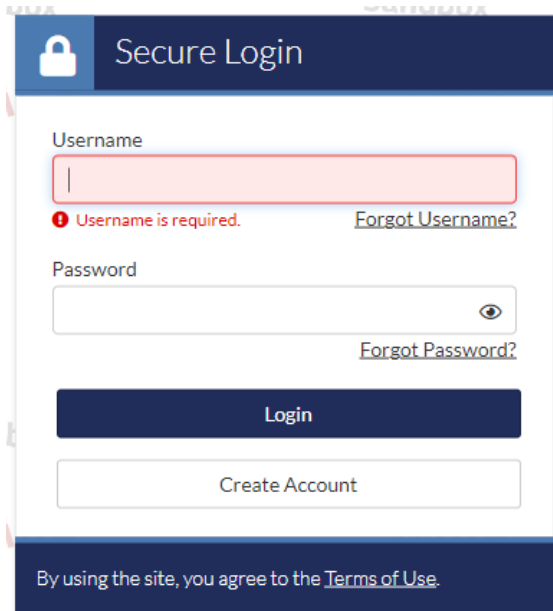


# How to Request a Dependency Override Appeal

Step 1: Begin by visiting [dmacc.studentforms.com](https://dmacc.studentforms.com)

Step 2: Sign in using your DMACC email address (include the “@dmacc.edu”) and your password



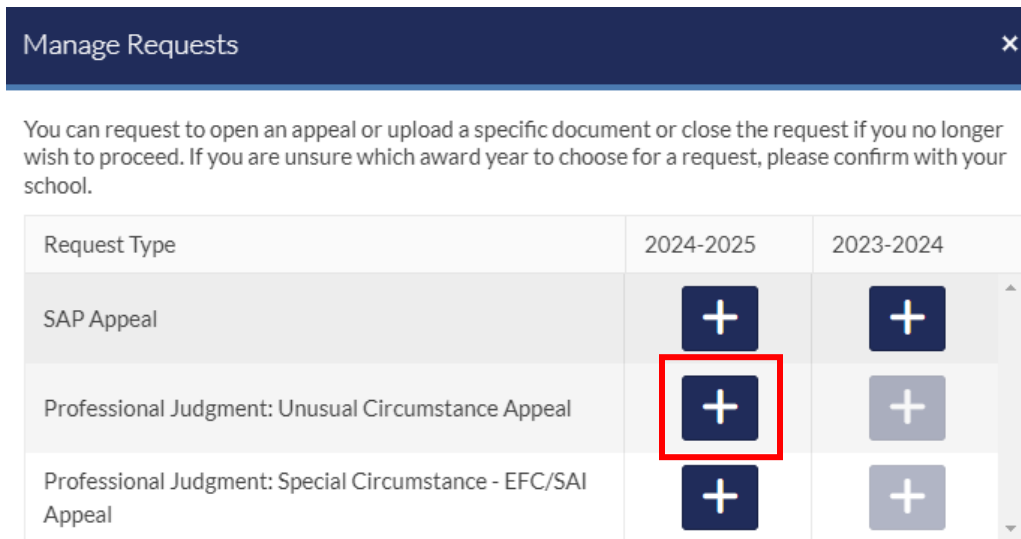
The image shows a 'Secure Login' form. At the top, there is a dark blue header with a white lock icon and the text 'Secure Login'. Below this, there are two input fields: 'Username' and 'Password'. The 'Username' field has a red border and a red error message below it that says 'Username is required.' To the right of the error message is a link that says 'Forgot Username?'. The 'Password' field has a white border and a small eye icon to its right. Below the password field is a link that says 'Forgot Password?'. At the bottom of the form are two buttons: a dark blue 'Login' button and a white 'Create Account' button. At the very bottom, there is a dark blue footer with the text 'By using the site, you agree to the [Terms of Use](#)'.

If this is the first time you’ve accessed this page, you will be asked to confirm your name, date of birth, and social security number. These items must match what you reported on your FAFSA. (no line around this text box)

Step 4: Select the “Manage Requests’ button in the upper right-hand corner



Step 5: Select the blue plus sign for the Aid Year you want to submit an appeal for:



The image shows a 'Manage Requests' modal window. At the top, there is a dark blue header with the text 'Manage Requests' and a white 'x' icon in the top right corner. Below the header, there is a paragraph of text: 'You can request to open an appeal or upload a specific document or close the request if you no longer wish to proceed. If you are unsure which award year to choose for a request, please confirm with your school.' Below the text is a table with three columns: 'Request Type', '2024-2025', and '2023-2024'. The table has three rows. The first row is 'SAP Appeal', the second row is 'Professional Judgment: Unusual Circumstance Appeal', and the third row is 'Professional Judgment: Special Circumstance - EFC/SAI Appeal'. Each cell in the '2024-2025' and '2023-2024' columns contains a dark blue square with a white plus sign. The plus sign in the '2024-2025' column for the 'Professional Judgment: Unusual Circumstance Appeal' row is highlighted with a red square.

Request Type	2024-2025	2023-2024
SAP Appeal	+	+
Professional Judgment: Unusual Circumstance Appeal	+	+
Professional Judgment: Special Circumstance - EFC/SAI Appeal	+	+

Step 6: Briefly outline the reason you are requesting the appeal in the box provide and select "Submit."

Please explain your reason for this request.

I cannot provide my parents information

Characters left: 216/255

Submit

Go Back

Step 7: Click Ok

Success

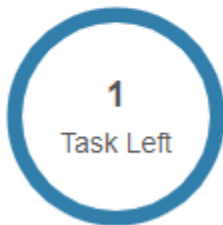


Your request has been successfully created!

Ok

Step 8: Click on the tile that needs Action

## Needs Action



### 2024-2025 Professional Judgment: ...

Status: Collecting Documents

<span style="color: blue;">●</span> Needs Action	1
<span style="color: gray;">●</span> Submitted	0

Step 9: Click on the arrow to expand the PJ Unusual Circumstance task. Click on the Fill Out button. Read all of the directions provided and complete the form as instructed.

▼ PJ Unusual Circumstance Appeal

To continue with your Professional Judgment (PJ) Unusual Circumstance appeal you must complete the PJ Unusual Circumstance Appeal web form.

I cannot provide my parent's information.

Appeal Status: Open

PJ Unusual Circumstance Appeal Web Form

Step 10: When you are asked for your signed statement (where you type in the box provided), you will have the opportunity to also indicate that you will provide supporting documentation. **Supporting documentation is required unless you have had a previous Dependency Override appeal approved at DMACC.**

I cannot provide my parent's information.

Required: Enter Your Statement Here

I will provide supporting documentation.

Step 11: When completing the electronic form, you will be asked for your e-signature. Your e-sign password is the same password you used to access the electronic forms page

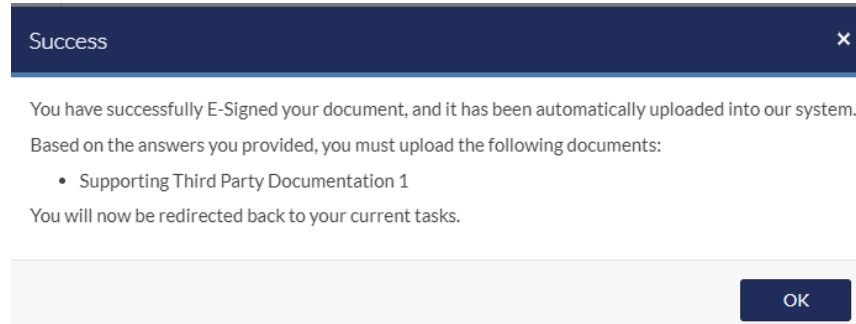
Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse's Signature (optional) \_\_\_\_\_ Date \_\_\_\_\_

\* E-Sign Password



Opt out of E-Sign  YES  NO

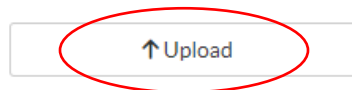
Step 12: When you have signed the electronic form, click OK.



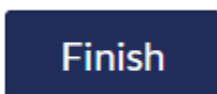
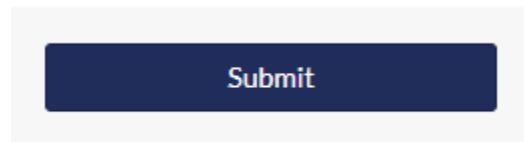
A dark blue notification box with a white 'x' icon in the top right corner. The text inside reads: 'Success', 'You have successfully E-Signed your document, and it has been automatically uploaded into our system.', 'Based on the answers you provided, you must upload the following documents:', a bulleted list with one item 'Supporting Third Party Documentation 1', and 'You will now be redirected back to your current tasks.' At the bottom right of the box is a dark blue button with the text 'OK' in white.

Step 13: You will be returned to the task page where you will see the requirement to upload supporting documentation. You may upload documents you have saved on your computer or you may upload clear photographs of documents you have taken. The documents you must provide are outlined on the electronic appeal form. \*\*If you do not have supporting documents to upload, please upload a signed statement stating that you do not have supporting documents.

 Upload Supporting Documentation 



Step 14. Once you have uploaded your supporting documentation, select the **Submit** button and then the blue **Finish** button.



The review process can take one to two weeks to complete depending on the receipt of a completed electronic appeal, requests for additional information, and the time of year the application is submitted. When our office receives the application, a Financial Aid Advisor will review the appeal. Students will be notified via email if any additional information or clarification is needed. Student will also be notified via email the decision of their appeal.