



**CHESTNUT  
HILL  
COLLEGE**

9601 Germantown Avenue  
Philadelphia, PA 19118

**2024-2025 PLUS OVERRIDE REQUEST FORM**

Complete if you, the dependent student, would like to take additional Direct Unsubsidized loan funds when a determination is made that the student's parent is unable to borrow a Direct PLUS Loan due to adverse credit history or exceptional circumstances.

Student Name: \_\_\_\_\_ CHC ID #: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**Submit to our office via myCHC document upload, mail, fax, or in-person. Do not email.**

**A. Exceptional Circumstances.** Please read and check the exceptional circumstance(s) that best apply to your situation. You must provide the required documentation otherwise your application will be considered incomplete and will be denied.

Check all that apply	Required Documentation (must be submitted)
____ Incarceration of Parent(s)	1. Submit proof of incarceration
____ Whereabouts of parent(s) unknown	1. Submit a signed statement from a guardian or other responsible person explaining the situation 2. Submit a signed statement, on letterhead, from a disinterested third party explaining the situation
____ Parent(s) is not a U.S. Citizen or is unable to provide evidence there he/she is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident.	1. Country of Citizenship: _____ 2. Submit unexpired, proof of Citizenship from the country listed above 3. Current U.S. Residency Status (Check one) ____ Not Living in U.S. ____ Not apply for U.S. Residency ____ Apply for U.S. Residency (Application Date: _____)
____ Parent(s) on a fixed income and receives only public assistance, disability benefits, social security, etc.)	1. Submit current proof of income from agency which provides your assistance
____ Parent(s) has filed for bankruptcy with the last 5 years and as a condition of their bankruptcy filing they are not allowed to incur any additional debt	1. Submit a copy of the filed bankruptcy paperwork (with parent name and stamp of the court to indicate that the paperwork has been filed) - or - a letter from the bankruptcy court or court trustee stating that as a condition of the bankruptcy filing, the parent may not incur any additional debt.
____ Parent(s) have a judgment or lien on their property	1. Submit notice of lien
____ Parent(s) are willing to borrow but am unable to manage/repay the loan due to existing debt burden and/or expected income-to-debt-ratio	2. Submit a signed statement explaining your circumstance, and, if your expenses are greater than your monthly income, explain how you pay your monthly expenses. 3. Submit proof of current income (pay stubs, etc.) 4. Complete the Debt-to Income Chart (Section B) 5. Submit any other relevant information that will document the family's situation (ie: proof of debt from Section B)
____ Parent(s) have one or more Federal Student loan in default	6. Submit documentation of current status loans





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**B. Debt to Income Ratio.** Please read and complete every item listed below, even if the amount is zero. If your monthly expenses are greater than your monthly income, submit a signed statement explaining your circumstance and how you pay your monthly expenses. Debts with less than one year remaining will not be considered in the calculation. **You must supply relevant information that will document the family’s situation (proof of debt, pay stubs, etc.).**

Documentation not submitted will render your application incomplete.

INCOME	MONTHLY GROSS AMOUNT	DEBT OBLIGATIONS	TOTAL AMOUNT OF DEBT	MONTHLY MINIMUM PAYMENT	NUMBER OF MONTHS REMAINING
Annual Gross Salary (Parent 1)	\$	Mortgage or Rent (including principle, interest, taxes and insurance)	\$	\$	
Annual Gross Salary (Parent 2)	\$	Monthly Car Loan Payment(s)	\$	\$	
Self-Employment (Parent 1)	\$	Other Monthly Loan Payment(s)	\$	\$	
Self-Employment (Parent 2)	\$	Home Equity Loan Payment(s)	\$	\$	
Alimony Received	\$	Student Loan(s) for Parent(s) included on FAFSA	\$	\$	
Child Support Received	\$	Other Debt (provide explanation and proof)	\$	\$	
Bonuses/Overtime Pay (Annual)	\$	Other Debt (provide explanation and proof)	\$	\$	
Other Gross Income	\$	Other Debt (provide explanation and proof)	\$	\$	

**C. Certification and signatures**

*By signing this form, I affirm that all information on this form and any attachments are complete and accurate to the best of my knowledge. If requested, I agree to provide documentation to support the information I have provided on this form. I understand that if I purposely give false or misleading information on this worksheet it may be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and I may be subject to a fine, imprisonment, or both, under provisions of the United State Criminal Code and disciplinary actions by Chestnut Hill College. If I have any questions or concerns, I will contact Chestnut Hill College (CHC) Financial Aid Office immediately. **Your documentation must contain an original signature. We cannot accept forms containing e-signatures or typed signatures.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit to the financial aid office via myCHC document upload, mail, fax, or in-person. Do not email.**

