



Proof of Separation Worksheet

LC ID: _____ Name: _____
SSN: _____ Phone number: _____

A financial aid applicant who believes he/she made a mistake on the Free Application for Federal Student Aid (FAFSA) when reporting his/her marital status as married or reported parent(s)' marital status as married but who is in fact separated as of the date he/she first applied for financial aid for this award year, should read and complete this form. The description below is published by the Department of Education. If you or your parent separated after you completed the FAFSA you may ask your specialist about an Income Reduction.

"A couple need not be legally separated to be considered separated – they may deem themselves informally separated when one of the partners has left the household for an indefinite period and the marriage is severed." (2015-2016 U.S. Department of Education SFA Handbook Chapter 2 Page AVG – 29)

Provide the following information about either the parent no longer in the household or your spouse who is not living in the household.

Parent/Spouse's name: _____

Date of Marriage (MM/DD/YY): ____/____/____ Date of Separation (MM/DD/YY): ____/____/____

Last year your Parents or you/Spouse filed a joint tax return:

Circle one: Tax year 2015 Tax year 2014 Other _____

Parent/Spouse's address: _____ Phone number: _____

Did your parent (at home), or you receive any other income (i.e., Cash, Social Security, Supplemental Income, Retirement pensions, VA Benefits, Alimony, Child Support, Workers Compensation, TANF, or Other)?

Yes _____ No _____ If yes, please list them below: Please provide supporting documentation.

Type of Income	Amount per month

You **MUST** provide this office with a copy of your legal separation/divorce decree or you MUST attach a statement on business letterhead from one of the persons below stating your situation. *A notarized statement on your behalf from a friend or relative is not acceptable. (e.g. Your pastor, marriage counselor or attorney) If you do not provide the necessary documentation you will be required to submit your parents'/spouse's information.*

Note: It may take up to 2 weeks from the time this document is submitted to the time a decision is reached, provided all requested or appropriate documentation is submitted initially, otherwise, the process will be delayed. During this review the student must be prepared to pay his/her own expenses, such as tuition, fees, books, supplies, etc. Furthermore, you acknowledge that it is your responsibility to check on the status of this separation worksheet through your **Jag Net account, by clicking on the Student Services link, then Student & Financial Aid link, then Financial Aid link, then Financial Aid Status link, then select appropriate award year, then click on messages link in "You have active messages"**. Your signature on this document binds you to all the conditions stated within.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____