

**Grayson County College  
Office of Financial Aid**

**STATEMENT OF SEPARATION FROM SPOUSE**

**STUDENT:** \_\_\_\_\_ **SSN:** \_\_\_\_\_  
LAST NAME, FIRST NAME

**Print in ink or type the answers on this form. This form is part of your financial aid application.**

**STEP ONE:** Your financial aid application indicated that you and your spouse/parents are **separated, but not divorced**. Please complete this form in order for our office to verify your/your parents Separation Status.

**This document must be completed in its entirety, and returned to our office.  
An incomplete document without attachments will not be processed.**

✓ **Complete the following information that pertains to your personal situation:**

**Spouse Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

Spouse's current residential and mailing address: \_\_\_\_\_

Date of Marriage:   
MM/ DD/ YY

Date of Separation:   
MM/ DD/ YY

**OR**

**Mother/Step-Mother's Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

AND

**Father/Step-Father's Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

Date of Marriage:   
MM/ DD/ YY

Date of Separation:   
MM/ DD/ YY

Divorce Intentions: Do you intend to proceed with a divorce? Yes \_\_\_\_\_ No \_\_\_\_\_

Court date: Do you have a court appearance date for the divorce proceedings? Yes \_\_\_\_\_ No \_\_\_\_\_

**Yes:** provide our office with a copy of the court document

**No:** provide a letter from the attorney representing you for the divorce proceedings

**Not pursuing a divorce:** complete this form and refer to section #3 for additional required documentation

Student Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**STEP TWO**

**Complete the following information for Yourself and Spouse, or Your Parent that you lived with if you are a dependent student.**

1. Federal Tax Information: When was the last time a joint tax return was filed for you and your spouse or \_\_\_\_\_ for your parent's if you are dependent?

\_\_\_\_\_ Never Filed Joint \_\_\_\_\_ Tax Year 2007 \_\_\_\_\_ Tax Year 2008 \_\_\_\_\_ Other Year (Specify)

*If separation is more than 12 months and preceding annual income tax returns have been filed jointly, a separation status will not be evaluated.*

2. Benefits Received since separation from spouse: Child Support or TANF? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, how much per month? Beginning date: \_\_\_\_\_

Source: \_\_\_\_\_

**Provide proof of assistance received.**

3. What are the average monthly rent /mortgage and utilities amounts? \_\_\_\_\_

Do you receive assistance in making these payments: Yes \_\_\_\_\_ No \_\_\_\_\_

Who do you receive assistance from? \_\_\_\_\_

**Provide proof of assistance received.**

**STEP THREE**

- ✓ **REFERENCE LETTERS:** If you do not have a court date for the divorce proceedings **or** are not pursuing a divorce at this time, you must still provide evidence of your separation. You must attach a statement which confirms your separation claim from a third party (not a relative or a friend) who can endorse your statement in their professional capacity on their business letterhead (computer generated letterhead is NOT acceptable). For example, your pastor, your marriage counselor, or your attorney can provide such a letter. A notarized letter on your behalf is **not** acceptable evidence. If you do not provide this letter, your file will not be processed until your spouse's information has been received.
- ✓ Provide all W-2's along with the required documents. W-2's are required in order to continue processing your file.
- ✓ Special documentation: As requested by the Student Financial Services Office.
- ✓ If there is conflicting information in your file, a separation status will not be considered.

**By signing this form, you agree to provide information that will verify the accuracy of your information, if requested. If you purposely give false or misleading information, you will be referred to the Department of Education Inspector General. If you purposely give false or misleading information in order to qualify for Title IV funds, you may be fined \$20,000, sent to prison or both.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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**FOR OFFICE USE ONLY:**

Last year's information :Student's dependent status: \_\_\_\_\_

If dependent, which parent's information was reported? \_\_\_\_\_

Marital status reported last year: \_\_\_\_\_ Date of separation: \_\_\_\_\_

What supporting documentation was provided? \_\_\_\_\_

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