

OFFICE OF FINANCIAL AID  
 STUDENT REQUEST FOR CHANGE OF CIRCUMSTANCE  
 SEPERATION OR DIVORCE 2019-2020



**STUDENT INFORMATION**

Student Name:	Student ID:
Student Address:	Student Date of Birth:
City, State, Zip:	Student Email:
Student Phone:	Student Alternate Phone:

Please note that according to the Department of Education, mitigating circumstances **DO NOT** include:

- Reduction of income based on bankruptcy.
- Tuition paid for elementary/secondary private school.
- Reduction of income due to loss of overtime pay.
- Families with reductions processed in 2018-19 that grossly underestimated 2017 income.
- Medical expenses other than those claimed as a deduction on your 2017 tax returns.
- Unusual expenses related to personal living and consumer item expenses.

**REQUIRED DOCUMENTS**

**Your application will NOT be processed until all documents are received**

<input type="checkbox"/>	Copies of signed 2017 Federal Tax Return <b>OR</b> IRS Statement of Non-Filing Letter for person with separation/divorce from the IRS ( <a href="http://www.irs.gov/800-829-0922">www.irs.gov/800-829-0922</a> ).
<input type="checkbox"/>	Copies of <b>ALL</b> W2's for tax payers listed on the Tax Return <b>OR</b> 2017 IRS Wage & Income statement for person with separation/divorce from the IRS ( <a href="http://www.irs.gov/800-829-0922">www.irs.gov/800-829-0922</a> ).
<input type="checkbox"/>	Copy of divorce paperwork, letter from attorney <b>OR</b> statement from authoritative source (landlord, etc...).

The following information must be provided for those students who are unable to present documentation from court proceedings from an attorney or if person is not pursuing a divorce at this time.

<input type="checkbox"/>	Reference Letters: You must attach a statement which confirms you/ your parents separation claim from a third party (not a relative or a friend) who can endorse you/ your parents statement in their professional capacity on their business letterhead. For example, a pastor, marriage counselor, landlord or attorney can provide such a letter. A notarized letter on your behalf is <i>not</i> acceptable evidence.
<input type="checkbox"/>	Special Documentation: Any documentation requested by the Office of Financial Aid.

**INDEPENDENT STUDENTS**

Date of Marriage:	Date of Separation:
Spouse Name:	Spouse SSN:

**DEPENDENT STUDENTS**

Mother/Step-Mother's Name:	Father/Step-Father's Name:
Mother/Step-Mother's SSN:	Father/Step-Father's SSN:
Mother/Step-Mother's Phone:	Father/Step-Father's Phone:
Date of Parents Marriage:	Date of Parents Separation:

**NEW HOUSEHOLD SIZE**

<i>Household members that you provide more than 50% of their financial support</i>	<i>Age</i>	<i>Relationship to you</i>	<i>List college if member is enrolled in 6 credit hours or more</i>
		Self	Grayson College

**STUDENT SIGNATURE**

**WARNING:** In applying for a change of circumstance I understand:

- Additional documentation may be requested.
- Requests may take up to 3-4 weeks to process.
- Incomplete requests will not be processed until all required documentation is received.

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

<b>Student Signature:</b>	<b>Date:</b>
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Grayson College Financial Aid Office • 6101 Grayson Drive, Hwy 691 Denison, TX 75020-8299  
 Email to: [Financialaid@grayson.edu](mailto:Financialaid@grayson.edu) • Fax to: 903.463.3908

Students are REQUIRED to use their GC canvas account or their GC email account for all electronic communication. GC faculty and staff will not reply to student communication that is sent through an email account other than their GC issued email account or canvas account in order to ensure the identity of the student when communicating electronically.