



Change of Circumstance, Separation or Divorce Instructions

About

This application is to possibly reduce income on the FAFSA due to separation or divorce.

Review the required documentation, complete the form, and submit both the form and documentation to Grayson College Financial Aid.

I understand when applying for a change of circumstance:

- Additional documentation may be requested.
- Processing may take 2-3 weeks.
- Incomplete requests may not be processed.

By signing this form, you agree to provide information that will verify the accuracy of your situation.

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.

How to Submit:

Sign and return this form with required documents to:

Grayson College Financial Aid Office.
6101 Grayson Drive • Denison TX, 75020-8299

Email: financialaid@grayson.edu
Fax: 903.463.3908

Required Documentation

To request you or your parent's IRS Wage & Income Tax Statement visit www.irs.gov or call 1-800-829-0922

Divorce decree must include parties involved, judge's signature, and date signed.

Dependent Students

If Divorced:

1. Copies of parent's signed 2023 Federal Tax Return if IRS Data Retrieval Tool was not used.
2. Copies of **ALL** W-2(s) and 1099(s) (if applicable) for both parents on the Tax Return **OR** 2023 Wage & Income statement for parent remaining in household.
3. Copy of parent's final divorce decree **OR** letter from attorney on letterhead.

If Separated:

1. Copies of parent's signed 2023 Federal Tax Return if IRS Data Retrieval Tool was not used.
2. Copies of **ALL** W-2(s) and 1099(s) (if applicable) for both parents on the Tax Return **OR** 2023 Wage & Income statement for parent remaining in household.
3. Reference Letter: You must attach a statement from a third party (not a relative or a friend) who can confirm the separation, in their professional capacity on their business letterhead. For example: a pastor, marriage counselor or a landlord can provide such a letter. A notarized letter on your parent's behalf is not acceptable evidence.
4. Special Documentation: Any documentation requested by the Office of Financial Aid (if applicable).

Independent Students:

If Divorced:

1. Copies of signed 2023 Federal Tax Return if IRS Data Retrieval Tool was not used.
2. Copies of **ALL** W-2(s) and 1099(s) (if applicable) for both parents on the Tax Return **OR** 2023 Wage & Income statement for parent remaining in household.
3. Copy of final divorce decree **OR** letter from attorney on letterhead.
4. Divorce Decree must include parties involved, judge's signature, and date signed

If Separated:

1. Copies of signed 2023 Federal Tax Return if IRS Data Retrieval Tool was not used.
2. Copies of **ALL** W-2(s) and 1099(s) (if applicable) for both parents on the Tax Return **OR** 2023 Wage & Income statement for parent remaining in household.
3. Reference Letter: You must attach a statement from a third party (not a relative or a friend) who can confirm the separation, in their professional capacity on their business letterhead. For example: a pastor, marriage counselor or a landlord can provide such a letter. A notarized letter on your behalf is not acceptable evidence.
4. Special Documentation: Any documentation requested by the Office of Financial Aid (if applicable).



Grayson College Financial Aid

Change of Circumstance Separation or Divorce 2025-2026

Application to possibly
reduce income on the
FAFSA due to separation
or divorce.

* = required field

Student Information

Student Name*: _____ Email*: _____

Student ID* _____ Phone Number*: _____

Date of Birth (m/d/yyyy)* _____ Alternate Phone: _____

Student Address

Street Address*: _____

City, State, and Zip Code* _____

New Household Size

List all household members that receive more than 50% of their financial support by you or your parent (if dependent). If a member is enrolled in 6 credit hours or more, include the college they attend.

(If more space is needed, attach a separate page with the student's name and Student ID at the top).

Household Member	Age	Relationship to you	College

Independent Students

Spouse's Name _____

Date of Marriage _____

Last 4 of Spouse's of Social Security Number _____

Separation

Divorce

Date of Separation/Divorce (m/d/yyyy) _____

Dependent Students

Parent 1 Name _____

Parent 1 last 4 of Social Security Number _____

Parent 2 or Step-Parent's Name _____

Parent 2 or Step-Parent's last 4 of Social Security Number _____

Separation

Divorce

Date of Parent's Separation/Divorce (m/d/yyyy) _____

Signature

Printed Name*: _____

Student Signature*

☒ X

Date (mm/dd/yyyy)* _____

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Please fill and sign completed form, and return to :

Grayson College Financial Aid Office.

6101 Grayson Drive • Denison TX, 75020-8299

Email Forms to: financialaid@grayson.edu

Fax forms 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.

Office Use Only

COA: _____	SAI: _____	Awards: _____	Unmet Need: _____
<input type="checkbox"/> 4.5 <input type="checkbox"/> 9 <input type="checkbox"/> 12			
SAP: _____	<input type="checkbox"/> Dependent <input type="checkbox"/> Independent	Docs Complete: <input type="checkbox"/> Y <input type="checkbox"/> N	Approved: <input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Good <input type="checkbox"/> AP <input type="checkbox"/> Warn <input type="checkbox"/> Susp.			
Letter sent: _____	FAO: _____	Date: _____	