



Change of Circumstance, Separation or Divorce Instructions

About

Request for change in circumstances review due to separation or divorce resulting in reduction in household income.

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

I understand when applying for a change of circumstance:

- Additional documentation may be requested.
- Processing may take 2-3 weeks.
- Incomplete requests will 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.

Required Documentation

Divorced:

1. Copies of signed and dated 2024 Federal Tax Return **if** IRS Direct Data Exchange (DDX) was not used to obtain Federal Tax Information (FTI).
2. Copies of **ALL** 2024 W-2(s) and 1099(s) included in the Tax Return **OR** 2024 IRS Wage & Income statement for both spouses.
3. Copy of final divorce decree **OR** letter from attorney on letterhead that includes parties involved, judge's name, and date divorce was finalized.

Separated:

1. Copies of signed 2024 Federal Tax Return if IRS Direct Data Exchange (DDX) was not used to obtain Federal Tax Information (FTI).
2. Copies of **ALL** 2024 W-2(s) and 1099(s) included in the Tax Return **OR** 2024 IRS Wage & Income statement for both spouses.
3. Signed, dated statement on letterhead from a third party (**not a relative or a friend**) who can confirm the separation, in their professional capacity. For example: a pastor, marriage counselor or a landlord can provide such a letter.

To request IRS Wage & Income Tax Statements visit www.irs.gov or call 1-800-829-0922



Grayson College Financial Aid

Change of Circumstance Separation or Divorce

2026-2027

Return completed and signed form to:
Email: financialaid@grayson.edu
Fax: 903.463.3908
Grayson College Office of Financial Aid
6101 Grayson Dr. Denison, TX 75020-8299

* = 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 (m/d/yyyy) _____

Last 4 of Spouse's of Social Security Number _____

Type of Separation with Spouse (Select one): 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 _____

Type of Parent Separation (Select one): Separation Divorce

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

Required Documentation

- Signed copies of 2024 Federal Tax Return if IRS Direct Data Exchange (DDX) was not used.
- Copies of all W-2(s) and 1099(s) for 2024 OR a 2024 Wage & Income statements from the IRS.
- If divorced, copy of final divorce decree or official letter from attorney on letterhead.
- If separated, a professional statement on letterhead from a third party who can confirm the separation.

Signature

Printed Name*: _____

Student Signature*

X	
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Date (mm/dd/yyyy)* _____

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Statement of Non-Discrimination/Equal Opportunity Policy

With respect to the admission and education of students; with respect to the availability of student loans, grants, scholarships, and job opportunities; with respect to the employment and promotion of teaching and non-teaching personnel; and with respect to the student and faculty activities conducted on the premises owned or occupied by the College, Grayson College shall not discriminate either in favor of or against any person on account of race, creed, color, gender, national origin, age, religion, or disability. GC does not discriminate on the basis of sex in the educational programs or activities it operates. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator or to the Office of Civil Rights. The Title IX Coordinator is the Director of Title IX and Student Conduct. 6101 Grayson Drive, Denison, Texas 75020, 903.415.2614.