

# Office of Financial Aid

## STUDENT REQUEST FOR CHANGE OF CIRCUMSTANCE FOR SEPERATION OR DIVORCE

| APPLICANT INFORMATION    |                                 |
|--------------------------|---------------------------------|
| <b>Student Name:</b>     | <b>Student SS/ID:</b>           |
| <b>Student Address:</b>  | <b>Student Date of Birth:</b>   |
| <b>City, State, Zip:</b> | <b>Student email:</b>           |
| <b>Student Phone:</b>    | <b>Student Alternate Phone:</b> |

Please note that according to the Department of Education, unusual 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 2016 that grossly underestimated 2015 income
- Medical expenses other than those claimed as a deduction on your 2016 tax returns
- Unusual expenses related to personal living and consumer item expenses.

| Documents required for a Change in Circumstance due to Separation or Divorce |  |
|--|--|
| <input type="checkbox"/>   | Copies of 2016 Federal Tax Return Transcripts <a href="http://www.irs.gov/800-829-1040">www.irs.gov/800-829-1040</a> |
| <input type="checkbox"/>   | Copies of W-2 Transcripts for <b>you</b> and <b>your</b> former spouse   |
| <input type="checkbox"/>   | Copy of divorce paperwork, letter from attorney or statement from authoritative source (landlord etc.)               |

| INDEPENDENT STUDENTS              |                    |
|-----------------------------------|--------------------|
| Date of Marriage                  | Date of Separation |
| Spouse Name                       | Spouses SSN        |
| Spouse's current mailing address: |                    |

| DEPENDENT STUDENTS        |                             |
|---------------------------|-----------------------------|
| Mother/Step-Mother's Name | Father/Step-Father's Name   |
| SSN                       | SSN                         |
| Address                   | Address                     |
| City, State, Zip          | City, State, Zip            |
| Phone                     | Phone                       |
| Date of Parents Marriage  | Date of Parent's Separation |



**DOCUMENTATION  
STEP 3**

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

- Reference Letters: 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. For example, your pastor, your marriage counselor, landlord or your attorney can provide such a letter. A notarized letter on your behalf is *not* acceptable evidence.
- Special Documentation: Any documentation requested by the Office of Financial Aid.
- I understand that if there is any conflicting information in my file, my statement of separation will not be considered.

- Additional documentation may be requested.
- Requests may take up to 6 weeks to process.
- Incomplete requests will not be processed.

**WARNING:** In applying for a change in circumstance for the 2017-2018 school year, I understand:

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.

**I have read and agree to the warning above:**

|              |                   |      |
|--------------|-------------------|------|
| Student Name | Student Signature | Date |
|--------------|-------------------|------|

|   |   |                     |                    |
|---|---|---------------------|--------------------|
| Web: <a href="http://www.grayson.edu">www.grayson.edu</a> | Grayson College 6101 Grayson Drive Denison Texas 75020 -8399<br>email: <a href="mailto:financialaid@grayson.edu">financialaid@grayson.edu</a> | Phone: 903 463-8794 | Fax: 903 463 -3908 |
| Date: _____   |   |                     |                    |

**FINANCIAL AID OFFICE USE ONLY**

Last year's dependency status: \_\_\_\_\_

If Dependent which parent's information was reported: \_\_\_\_\_

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

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