

Office of Financial Aid

Change of Circumstance Separation or Divorce 2024-2025

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



STUDENT INFORMATION

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

DOCUMENTS REQUIRED FOR DEPENDENT STUDENTS

If Divorced:

- Copies of parent's signed 2022 Federal Tax Return if IRS Data Retrieval Tool was not used.
- Copies of **ALL** W-2(s) and 1099(s) (if applicable) for both parents on the Tax Return **OR** 2022 Wage & Income statement for parent remaining in household.
 - o To request your parent's IRS Wage & Income Tax Statement visit www.irs.gov or call 1-800-829-0922
- Copy of parent's final divorce decree **OR** letter from attorney on letterhead.
 - o Divorce decree must include parties involved, judge's signature, and date signed.

If Separated:

- Copies of parent's signed 2022 Federal Tax Return if IRS Data Retrieval Tool was not used.
- Copies of **ALL** W-2(s) and 1099(s) (if applicable) for both parents on the Tax Return **OR** 2022 Wage & Income statement for parent remaining in household.
 - o To request your IRS Wage & Income Tax Statement visit www.irs.gov or call 1-800-829-0922
- 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.
- Special Documentation: Any documentation requested by the Office of Financial Aid (if applicable).

DOCUMENTS REQUIRED FOR INDEPENDENT STUDENTS

If Divorced:

- Copies of signed 2022 Federal Tax Return if IRS Data Retrieval Tool was not used on FAFSA.
- Copies of **ALL** W-2(s) and 1099(s) (if applicable) for student and spouse, **OR** 2022 Wage & Income statements.
 - o To request your IRS Wage & Income Tax Statement visit www.irs.gov or call 1-800-829-0922
- Copy of final divorce decree **OR** letter from attorney on letterhead.
- Divorce decree must include parties involved, judge's signature, and date signed.

If Separated:

- Copies of signed 2022 Federal Tax Return if IRS Data Retrieval Tool was not used.
- Copies of **ALL** W2(s) and 1099(s) (if applicable) for student and spouse, **OR** 2022 Wage & Income statements.
 - o To request your IRS Wage & Income Tax Statement visit www.irs.gov or call 1-800-829-0922
- 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.
- Special Documentation: Any documentation requested by the Office of Financial Aid (if applicable).

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NEW HOUSEHOLD SIZE

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

<i>Household members that receive more than 50% of their financial support by you or your parent (if Dependent)</i>	<i>Age</i>	<i>Relationship to you</i>	<i>List college if member is enrolled in 6 credit hours or more</i>

INDEPENDENT STUDENTS

Spouse's Name:	Spouse's last 4 of SSN:
Date of Marriage:	Date of <input type="checkbox"/> Separation <input type="checkbox"/> Divorce:

DEPENDENT STUDENTS

Parent 1 Name:	Parent 2/ Step-Parent's Name:
Parent 1 Last 4 of SSN:	Parent 2/ Step-Parent's Last 4 of SSN:
Date of Marriage:	Date of <input type="checkbox"/> Separation <input type="checkbox"/> Divorce:

SIGNATURE

I understand in applying for a change of circumstance:

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

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 understand 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 understand I may be fined \$20,000, sent to prison, or both.

Student Printed Name:	Student Signature:	Date:
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FINANCIAL AID OFFICE USE ONLY

COA: <input type="checkbox"/> 4.5 <input type="checkbox"/> 9 <input type="checkbox"/> 12	EFC:	Awards:	Unmet Need:
SAP: <input type="checkbox"/> Good <input type="checkbox"/> AP <input type="checkbox"/> Warn <input type="checkbox"/> Susp.	<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
Letter Sent:	FAO:	Date:	

Send forms 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.