

VERIFICATION OF SEPARATION FORM

On your application for financial aid, you indicated you are separated from your spouse. In order for us to complete your file as a separated individual, you need to provide documentation verifying that you are separated for the purpose of divorce and that you are not receiving any support from your spouse (other than child support or alimony included in your application). Complete the statement below and provide two (2) of the documents listed below.

I, _____, certify that I am separated from my spouse
(Name)

as of _____. My current residence is _____.
(Month/Day/Year) (Do Not List Post Office Boxes)

My former spouse's residence is _____.
(Do Not List Post Office Boxes)

Signature: _____ Social Security No.: _____

PROVIDE ANY TWO OF THE FOLLOWING DOCUMENTS

1. A copy of any pre-divorce documents from your attorney or the court. (If you provide this form of documentation, the additional form is not necessary).
2. A letter from a social agency such as the Department of Human Services stating that they are aware of your separation and the date of separation.
3. A letter from a relative stating that they are aware of your separation and the date of the separation.
4. A letter from a non-member of the family such as clergyman (on letterhead) stating that they are aware of your separation and the date of separation.
5. A copy of your housing contract showing that you are maintaining a separate household. A copy of your spouse's housing contract may also be required.
6. A copy of your 2017 tax transcript and W-2's. If you filed a joint return, an explanation of why you continue to file a joint return from you and your tax accountant. If you did not file a tax return, you need to provide a copy of your spouse's 2017 tax transcript and W-2's. To avoid conflicting information, your future tax returns should be filed "single" if divorced or as "married, filing separately" if divorce has not been finalized.

As soon as you have obtained the above information, please return it to the financial aid office so that we can complete your request for financial assistance. No further processing may continue without documentation of your separation status.

Documentation submitted must be reviewed and approved by the director. Submission of the requested documentation does not guarantee approval. Should you have any questions, please contact the financial aid office at (501) 977-2055.

FINANCIAL AID OFFICE

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