

Proof of Parental Separation Form

Student's Name: \_\_\_\_\_ Student ID/SSN: \_\_\_\_\_

Parent's Name\*: \_\_\_\_\_ Parent Email: \_\_\_\_\_

*\*The parent whose information is provided on the FAFSA should complete this form.*

According to your FAFSA (Free Application for Federal Student Aid), marital status has been listed as "never married" or "legally separated." The Dept of Education requires Manhattan College to verify all information on the FAFSA and we must verify separations as both legal and physical. Before your eligibility for financial assistance can be finalized, this form must be completed and returned with all required documents along with your verification. You may contact a financial aid counselor for guidance and assistance

**STEP ONE:** Complete the following information: Appeal is for:  Legal Separation  Never Married

Date of Marriage: \_\_\_\_\_ (MM/DD/YYYY) Date of Separation: \_\_\_\_\_ (MM/DD/YYYY)

Do you intend to proceed with a divorce?  Yes  No

Which parent did the student live with more during the last 12 months?  Father  Mother

Do you have a court appearance date for the divorce proceedings?  Yes<sup>‡</sup>  No

If yes, what is the date? \_\_\_\_\_ (MM/DD/YYYY) ‡ Provide a copy of the appointment or confirmation

Have you consulted with an attorney or legal aid about your separation?  Yes<sup>‡</sup>  No

<sup>‡</sup> Provide a copy of a letter from your attorney or legal office representing you. The letter must be on official letterhead and include the full name, complete address and phone number of the attorney's office.

What was the last year a joint federal tax return was filed? \_\_\_\_\_<sup>‡</sup> or  We never filed a joint return<sup>‡</sup>

<sup>‡</sup> Provide a copy of your spouse's most recent federal tax return and W-2(s); if you and/or your spouse did not file, contact the Internal Revenue Service (IRS) at 800-829-1040 to request an "IRS transcript" which will verify and document the non-filing status.

**STEP TWO:** Complete the following information about the Parent\* household:

Date on which you and your spouse changed residences: \_\_\_\_\_

Complete Physical Address: \_\_\_\_\_

Who pays for the rent/mortgage and utilities of this residence? \_\_\_\_\_ ‡ For both parent & spouse, provide current copies of lease/mortgage statements with last month's proof of payment (i.e., canceled check) and last month's electricity/gas, or landline telephone bill. Provide any other helpful documents which are in your name only and your spouse's name only.

**STEP THREE:** Submit the following information (as appropriate):

- A personal letter from you describing your situation. If you are unable to provide any of the required supporting documentation, you should include the reasons in your letter.
- Reference letters: If you have not consulted with an attorney/legal aid, do not have a court date for divorce/legal separation proceedings, or you are not pursuing a divorce at this time, *you must still provide evidence of your separation*. Attach a statement which confirms your separation claim from two 3<sup>rd</sup> party persons (i.e, pastor, marriage counselor, social services case worker; not relatives or friends) who can endorse your statement in their professional capacity on their original business letterhead (not computer-generated).
- If you were never married, provide a copy of the student's birth certificate along with proof of child support. If there is no child support, document any claims filed with child support services in your state. If a claim is not possible, document the reason with a personal letter and a 3<sup>rd</sup> party letter.

When you signed the FAFSA, you agreed to provide information that will verify the accuracy of your application. By signing below, you are certifying that all information reported on this form and all supporting documents are true and correct. Warning: If you purposely give false or misleading information, you will be referred to the U.S. DOE's Inspector General who may fine you, sentence you to jail, or both. *Both signatures required below*

\_\_\_\_\_  
PARENT SIGNATURE/DATE

\_\_\_\_\_  
STUDENT SIGNATURE/DATE