



# LANIER TECHNICAL COLLEGE

## PROOF OF SEPARATION/DIVORCE FORM

Student's Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

According to your 2011-2012 Free Application for Federal Student Aid (FAFSA) you (or your parents) indicated the marital status as "married-but separated" or "divorced or separated". The U.S. Department of Education requires Lanier Technical College to verify that a student is (or parents are) in fact separated or divorced. Before your eligibility for federal and state financial assistance can be determined, this form must be completed and returned with all required documents. **If you do not provide ALL necessary documents, your file will be placed on hold.**

**STEP ONE: Complete the following information about your or your parent's marriage.**

This form is submitted to document the separation or divorce of the following:

Student /Student's Spouse \_\_\_\_\_ Father/Mother\* \_\_\_\_\_

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

Have you remarried? Yes \_\_\_ No \_\_\_

Do you intend to proceed with a divorce? Yes \_\_\_ No \_\_\_

Have you consulted with an attorney or legal aid about your separation/divorce? Yes \_\_\_ No \_\_\_

*Provide a copy of a letter from your attorney or legal aid office representing you. The letter must be on official letterhead, and include the full name, complete address and phone number or copy of divorce decree.*

Do you have a court appearance date for the divorce proceedings or date of divorce? Yes \_\_\_ No \_\_\_ If yes, when? \_\_\_\_\_

What was the last year a joint federal tax return was filed? \_\_\_\_\_ -OR- We never filed a joint return  
*Provide a copy of your and your spouse's most recent federal tax return and W2's; if you and or your spouse does not have a copy of your return you can contact the Internal Revenue Service (IRS) at 1-800-829-1040, to obtain an IRS and W2 transcript.*

**STEP TWO: Complete the following information about your household. (If divorced and yours or your parent's divorce decree is attached you do not need to complete step two)**

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

Name of **Student** or **Parent** completing this form: \_\_\_\_\_

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

Home Telephone Number: \_\_\_\_\_

Cellular Phone Number: \_\_\_\_\_

Who pays for the rent/mortgage and utilities for this residence? \_\_\_\_\_

Name of **Student's Spouse** or **Parent's Spouse**: \_\_\_\_\_

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

Home Telephone Number: \_\_\_\_\_

Cellular Phone Number: \_\_\_\_\_

Who pays for the rent/mortgage and utilities for this residence? \_\_\_\_\_

**STEP THREE: If you do not have a divorce decree OR if you cannot provide a letter from your attorney or legal aid office, you must submit the following information:**

1. Complete this form entirely – do not leave any questions blank; write N/A if a question does not apply.
2. Reference letters: If you have not consulted with an attorney or legal aid and do not have a court date for the divorce proceedings or are not pursuing a divorce at this time, you must still provide evidence of your separation. You must attach a statement which confirms your separation claim from two third party persons (not relatives or friends) who can endorse your statement in their professional capacity on their business letterhead (computer generated letterhead is NOT acceptable). For example, your pastor or rabbi, your marriage counselor, or social services case worker can provide such a letter.
3. Provide all W-2's and Income Tax Returns and/or IRS letters (if applicable) for you and your spouse.
4. Provide copies of documents which are in your name only and your spouse's name only; such as utility bills, lease/rental/mortgage documents, and bank statements.
5. A personalized 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.
6. Special documentation: As requested by the Financial Aid Office to help us determine if you are physically and financially separated from your spouse.
7. Your documents will be reviewed faster if they arrive as a group rather than one at a time – all documents should have your name and Student ID included. Attach all supporting documents to this form and submit together to:

**Lanier Technical College  
Office of Financial Aid  
2990 Landrum Education Drive  
Oakwood, GA 30556**

**By signing this form, you agree to provide information that will verify the accuracy of your information, if requested. If you purposely give false or misleading information, you will be referred to the United States Department of Education's Inspector General. If you purposely give false or misleading information in order to qualify for Title IV funds, you may be fined \$10,000, sent to prison or both.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date