



PROOF OF SEPARATION

Your FAFSA indicated that you or your parents and/or stepparents are separated, but not divorced. Please complete this form in order for our office to verify you or your parent's separation status. We must verify the separation per Federal Requirements. This form must be notarized and documentation attached before you submit it to the Kilgore College Financial Aid Office.

Student Name: ID #:

Separation /Divorce is for the (select one): Student Parent

Names (student spouse or student's parent/stepparents):

Date of Marriage: Date of Separation:

You must provide at least one form of documentation from below:

- You must submit proof of separate residence for both parties. EX: a lease /contract agreement showing different households or separate utility bills. Hand written letters will not be accepted.
Current year's tax transcript. If filed jointly, an explanation from tax accountant of WHY a joint return will be or was filed will be required. Taxes filed with a status of 'Married filing separately' cannot be used as proof of separation.
Documentation from an Attorney stating representation.
A letter from a social agency, such as the Department of Human Services, stating that they are aware of the separation, and according to their files, eligible for the government program they represent.
A letter from a shelter for "Victims of Domestic Violence" or a "Homeless Shelter" stating the date entered and departed from the facility.
A letter from a "Professional" on company letterhead that has knowledge of the separation. Must state the date of separation, living arrangements, length of time separation occurred, and their knowledge of these events. (This CANNOT be a relative or a personal friend).

Documentation submitted must be reviewed and approved before financial aid will be packaged. Only the above documentation will be acceptable. Submission of the requested documentation does not guarantee approval.

Signature of Student / Parent Date

This section must be completed by a Notary: (Notary's Personalized Seal)

State of Texas, County of

Before me, on this day, of month, year, personally appeared known to me or proved to me through (description of ID or other documentation) to be the person whose name is subscribed above and states under oath that the above information is true and correct to the best of their knowledge and belief.

Given under my hand and seal of office this day of

Notary Public's Signature