

**PROOF OF SEPARATION/DIVORCE 2016-2017**

(Dependent student)

Student Name: \_\_\_\_\_

Adelphi ID #: \_\_\_\_\_

Your custodial parent's marital status was reported on the 2016-2017 Free Application for Federal Student Aid (FAFSA) as **Separated/Divorced**. Before we can determine your eligibility for federal and state financial assistance, this form must be completed *and returned with all required documents*. Failure to provide this information may result in the loss of federal financial aid for this academic year.

*If you do not or cannot provide the required documents, the income and asset information of **both** parents may be required on the FAFSA.*

**STEP 1: Parents' Marital status (this information must be completed):**

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

Are your parents divorced? (Check one)

YES      Date of divorce: \_\_\_\_\_ (MM/DD/YYYY)

*You must attach a copy of the court-issued divorce agreement.*

NO      Date of separation: \_\_\_\_\_ (MM/DD/YYYY)

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

Have they consulted an attorney or Legal Aid in this matter? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this a legal separation? (Check one)

YES      *You must attach a copy of the legal separation agreement.*

NO

What was the last year your parents filed a joint federal tax return? \_\_\_\_\_

Never filed a joint return: \_\_\_\_\_

Has your custodial parent remarried: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 2: Household information**

Date on which your parents changed residences: \_\_\_\_\_

**Custodial parent's** complete current address: \_\_\_\_\_

\_\_\_\_\_

Custodial parent's home phone number: \_\_\_\_\_

Custodial parent's cell phone number: \_\_\_\_\_

Has your custodial parent remarried?  YES Spouse's full name: \_\_\_\_\_

NO

**Non-custodial parent**

Non-custodial parent's Name: \_\_\_\_\_

Non-custodial parent's complete current address: \_\_\_\_\_

\_\_\_\_\_

Non-custodial parent's home phone number: \_\_\_\_\_

Non-custodial parent's cell phone number: \_\_\_\_\_

**STEP 3: Required documentation**

If your parents are **DIVORCED**:

- A copy of your parents' divorce decree.
- Documentation that your parents permanently reside in separate residences. This must include official documents such as separate leases/mortgage statements, bank statements, driver's licenses, etc. Documentation must show that two separate households are maintained at two different physical addresses.
- **Copies of all parental W-2 forms and Official Tax Return transcripts from the IRS for your custodial parent.**

If your parents are **SEPARATED**:

- A copy of their legal separation agreement if they have one.
- A notarized letter from your parent whose information is supplied on your FAFSA whether the separation is permanent, and if there are plans to file for a divorce.
- Official documentation that your parents permanently reside in separate residences: this must include official documents such as separate leases/mortgage statements, bank statements, driver's licenses, etc. *All documents must show that two separate households are maintained at two different physical addresses.*
- Two letters from third party professionals (i.e. attorney, counselor, clergy person, case worker, etc.) on letterhead who can confirm your parents' marital status *in their professional capacity*.

**If this documentation cannot be provided, you may be required to provide the tax and asset information for both of your parents on the FAFSA to be considered for federal financial aid.**

Your file will be reviewed faster if all documentation is submitted at the same time. Each document should have your name and Adelphi I.D. number on it. The complete packet must be reviewed and approved before financial aid will be awarded. Only the documents listed on this form will be accepted. Submission of the requested documentation does not guarantee approval.

**Further explanations regarding any portion of this form should be included on a separate sheet and submitted with all other documentation.**

*By signing this form, you agree to provide additional documentation, if needed, that will verify the accuracy of your information. If you purposely give false or misleading information to qualify for Title IV funds, you will be referred to the United States Department of Education's Inspector General, and you may be fined up to \$20,000, sent to prison, or both.*

Attach all supporting documents to this form and submit to:

Adelphi University  
Office of Student Financial Services  
South Ave.  
Levermore Hall, Room 1  
Garden City, NY 11530

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Custodial Parent's Signature

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Student Signature

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Date