



**Southern University – Student Financial Aid**

T.H. Harris Annex Bldg. 139A  
P.O. Box 9961  
Baton Rouge, Louisiana 70813-9961  
(225) 771-2790 fax: (225) 771-5898  
[www.subr.edu](http://www.subr.edu)

**Verification Inquiry:  
Separation Agreement  
2015-2016**

Name \_\_\_\_\_ Email \_\_\_\_\_

SSN or SID: \_\_\_\_\_ Date \_\_\_\_\_

Your 2015-2016 Financial Aid application has been selected for verification, a process required by federal legislation for certain financial aid applicants. You must provide the requested information. We will then use it in finalizing your eligibility for federal financial aid. We cannot offer you financial aid until the verification process is completed.

Your financial aid application indicates that ☐ you ☐ your parents have a marital status of separated. **Please provide a statement explaining your situation (a statement from your parent explaining his/her situation) along with the applicable documentation.**

Check the appropriate box:

☐ **Dependent Student**

☐ Please provide a copy of your parents' legal separation agreement. If they do not have a legal separation agreement, please provide documentation (i.e., utility bills, credit card bill, and mortgage or lease agreement) in the name of the parent **not** listed in your household indicating a different address from your custodial parent, verifying the separation.

☐ Parents who are physically or legally separated but filed a joint income tax return may be allowed to separate the joint income and report only the income of the custodial parent and the custodial parent's share of the income tax paid on the financial aid application for one academic year, based upon supporting documentation and approval by a Financial Aid Administrator.

\_\_\_\_\_ Your financial aid eligibility for 2015-2016 may be determined using this special processing. However, if this special processing is used for 2014-2015 and you apply for financial aid for 2015-2016 or later, this special processing will not be allowed. Your parents will need to file separate tax returns for 2014 to have your 2015-2016 financial aid determination based on your custodial parent's income. If your parents file a joint income tax return for 2014, the joint income will be used to determine your financial aid eligibility for 2015-2016.

\_\_\_\_\_ Your financial aid eligibility for 2015-2016 was determined using special processing based on your parents being separated. You were notified that for 2015-2016 your parents would need to file separate tax returns for 2014 to have your 2015-2016 financial aid determination based on your custodial parent's income only. Please submit a signed copy of your custodial parent's 2014 tax transcript. If your parents filed a joint income tax return for 2014, the joint income will be used to determine your financial aid eligibility for 2015-2016.

☐ My parents are not separated/were not separated at the time I filed for federal student financial aid. The information that appears on my financial aid application is an error. Their correct marital status at the time that I filed my aid application was:

- ☐ Single
- ☐ Married
- ☐ Divorced

### ☐ Independent Student

☐ Please provide a copy of your legal separation agreement. If you do not have a legal separation agreement, please provide something (i.e., utility bill, credit card bill, and mortgage or lease agreement) in the name of your spouse indicating a different address from yours, verifying the separation.

☐ Students who are physically or legally separated from their spouse but filed a joint income tax return may be allowed to separate the joint income and report only the income of the student and the student's share of the income tax paid on the financial aid application for one academic year, based upon supporting documentation and approval by a Financial Aid Administrator.

\_\_\_\_\_ Your financial aid eligibility for 2015-2016 may be determined using this special processing. However, if this special processing is used for 2014-2015 and you apply for financial aid for 2015-2016 or later, this special processing will not be allowed. You will need to file a separate tax return for 2014 to have your 2015-2016 financial aid determination based on your income only. If you file a joint income tax return for 2014, the joint income will be used to determine your financial aid eligibility for 2015-2016.

\_\_\_\_\_ Your financial aid eligibility for 2015-2016 was determined using special processing based on marital status of separated. You were notified that for 2014-2015 you would need to file separate tax returns for 2014 to have your 2015-2016 financial aid determination based on your income only. Please submit a signed copy of your 2014 tax transcript. If you filed a joint income tax return for 2014 the joint income will be used to determine your financial aid eligibility for 2015-2016.

☐ I am not separated/was not separated at the time I filed for federal student financial aid. The information that appears on my financial aid application is an error. My correct marital status at the time that I filed my aid application was:

☐ Single

☐ Married

☐ Divorced

### ☐ Certification Statement for Independent Students

I certify that the information I have provided is accurate and complete to the best of my knowledge.

\_\_\_\_\_  
Student Signature and Date

### ☐ Certification Statement for Dependent Students

I certify that the information I have provided is accurate and complete to the best of my knowledge.

\_\_\_\_\_  
Student Signature and Date

\_\_\_\_\_  
Custodial Parent Signature and Date

**WARNING:** If you purposely give false or misleading information on the worksheet, you may be fined, be sentenced to jail, or both.