



Your Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. Before awarding financial aid, we are required to confirm the accuracy of the information reported on your FAFSA. **Please be advised that your verification documents will not be reviewed until all requested items are received.** Please check your Student Account in BannerWeb to determine what documents are required.

**A. Student's Information**

Student's Last Name	First Name	M.I	Student ID
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**B. Marital Status**

What is your (or if dependent, your parents') current marital status? Please check one and attach matching documentation listed in Section C:

- Single (Never Married)
- Married or Re-Married  
    *Date of Marriage/Re-Marriage (mm/dd/yy):* \_\_\_\_\_
- Separated (not living together and consider the marriage severed)  
    *Date of Separation (mm/yy):* \_\_\_\_\_
- Divorced (you/or your parent have not remarried, and a Divorce Decree has been obtained)  
    *Date of Divorce (mm/dd/yy):* \_\_\_\_\_
- Widowed (not remarried)  
    *Date you (or parent) became a widow (mm/yy):* \_\_\_\_\_

**C. Documentation**

If you/your parents are:	Please provide the following documentation:
Single	A signed statement explaining the discrepancy in the marital status
Married or Re-Married	Copy of marriage license
Separated	Complete Section D
Divorced	Copy of divorce decree
Widowed	Copy of death certificate

**D. Separation Statement and Documentation**

**This section is only to be completed if the response to the current marital status is SEPARATED in Section B of this form.**

Marital Separation is defined as: (A) one of the partners has left the household for an indefinite period; **AND** (B) the marriage is severed.

***If your/your parents' circumstances do not meet both parts of this definition, then you are required to submit your spouse's (or both parents') information.***

Student's Name: \_\_\_\_\_ Last 4 Digits of Student's SSN: \_\_\_\_\_

In order to correctly determine status of separation, please provide **each** of the following items:

1. **Proof of Separate Residences:** Proof that the student/parent and spouse live in separate households (a lease/contract agreement showing each maintain different households or separate utility bills) **Handwritten letters are not accepted.**
2. **Tax Return/Transcripts and W2's:** Current year's tax return or tax return transcripts and W2's. If a joint tax return was filed, an explanation from tax filer and tax accountant of **WHY** a joint return was filed will be required.
3. **Reference Letters:** Please attach two letters from reputable third-party sources (not relatives or personal friends) who can confirm the claim of separation in their professional capacity on their business letterhead. For example, a clergy member, marriage counselor, or an attorney can provide such a letter. The letters should state the date of separation, living arrangements, length of time they have known the student/parent and their knowledge of the events.

I, \_\_\_\_\_, do certify that my current marital status is separated from my spouse, \_\_\_\_\_.  
 I certify that we are and have continued living separated and the marriage is severed.

**Documentation submitted must be reviewed and approved before financial aid will be awarded. Only the documentation listed on this form will be accepted. *Submission of the requested documentation does not guarantee approval.***

## E. Certification and Signature(s)

### Certification and Signature(s)

Each person signing this worksheet certifies that all of the information reported on this worksheet is complete and correct. The student must sign and date.

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

**Signatures must be wet signature, not computer generated.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required)/ Spouse Signature (Optional)

\_\_\_\_\_  
Date

***You should make a copy of this worksheet for your records.***

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This institution is an equal opportunity provider and employer. If, as an employee, you wish you file a Civil Rights complaint, please call GSA's Office of Civil Rights at 202-500-0767 or 800-662-6376 or send an email to [civilrights@gsa.gov](mailto:civilrights@gsa.gov). If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Center for Civil Rights Enforcement, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).