



# WEST VIRGINIA STATE UNIVERSITY

Office of Student Financial Assistance

## Separation/Divorce Questionnaire 2018-2019

The information requested on this form is needed to process your application for financial aid for 2018-2019. Complete this form and return it to the Office of Financial Assistance. All submitted information must include student ID number.

Students Name: Last

First

M.I

ID Number

Phone

1. Check one: The following information I am providing is about:

My parents' separation/divorce (complete ONLY sections A & B and sign in section H)

My own (the WVSU student's) separation/divorce (complete only sections D-G and sign section H)

### Section A – Status of Parents' Divorce/separation:

2. Is the parent you live with still divorced?  No  Yes (if yes, attach a copy of the divorce decree)

3. Are your parents legally separated?  No  Yes (if yes, attach a copy of the separation/maintenance agreement)

4. If your parents are not divorced or legally separated, provide a letter from your custodial parent's attorney that outlines the status of your parent's actions to dissolve their marriage. The letter should outline when the separation began and when it is anticipated that divorce proceedings will begin. Attach the letter to this form and check this box:

5. If no legal action of any kind has been taken, obtain two letters on letterhead stationery confirming that your parents are indeed separated pending divorce. These letters must be from an employer, clergy, or counselor.\* Legal documentation must be provided in order for us to process your aid correctly next year and thereafter. Attach these letters to this form and check this box.

\* If no legal action is taken to facilitate a divorce within one year, both parent's information will be needed on the FAFSA, even if they live separately.

### Section B – Custodial Parent Information (this is the parent you have lived with the most during the past 12 months):

Provide copies of custodial parent's tax return transcript for 2016 tax year.

6. Parents Name \_\_\_\_\_  
Last First

7. Date of Divorce \_\_\_\_\_

8. Street Address \_\_\_\_\_

9. Is the parent remarried?

City, State, Zip \_\_\_\_\_

No  Yes; date of remarriage:

Telephone \_\_\_\_\_

10. Occupation \_\_\_\_\_

11. Employer \_\_\_\_\_

12. Does this parent claim you as a federal tax exemption?  No  Yes

**Section B – Custodial Parent Information Continued**

13. Complete the following regarding custodial parent’s household resources **and provide documentation:**

	Actual 2016	Estimated 2018
Child Support <i>Received</i> .....	\$ _____	_____
Alimony <i>Received</i> .....	\$ _____	_____
Child Support Paid to Another Household.....	\$ _____	_____
Alimony <i>Paid</i> to Another Household .....	\$ _____	_____
Total Earnings ( provide Most Recent Pay Stub Showing Gross Pay).....	\$ _____	_____
Value of Assets .....	\$ _____	_____
Support <i>Received</i> for Housing, Food, Living Expenses (Rent/Mortgage)		
Paid on Your Behalf .....	\$ _____	_____

14. List all family members who will be part of your custodial parent’s household in 2018-2019. Attach an additional sheet if needed.

Family member’s full name	Age:	Relationship to student	Enrolled college/university?	Name of college/university

**Section D- status of Student’s Divorce/Separation:**

19. Are you divorced?  No  Yes, *attach a copy of divorce decree*
20. Are you remarried?  No  Yes; date of this remarriage \_\_\_\_\_
21. Are you legally separated?  No  Yes; *attach a copy of the separation maintenance agreement\**
22. If you are not divorced or legally separated, provide a letter from your attorney outlining the status of your action to dissolve the marriage. The letter should outline when the separation began and when it is anticipated that the divorce proceedings will begin. *Attach the letter to this form and check this box:*
23. If no legal action has been taken to dissolve the marriage, obtain two letters on letterhead stationery confirming that you are separated. Letters must be from an employer, clergy, or counselor.\* Legal documentation must be provided in order for us to process your aid correctly next year and thereafter.
- \* Note:** *If no legal action is taken within one year, we will need both you and your spouse’s information on the FASFA, even if you live separately.*

**Section E – Information about Student’s Separated/Divorced Spouse:**

24. Separated/Divorced Spouse’s Name \_\_\_\_\_  
Last
First
M.I.
25. Street Address \_\_\_\_\_
26. Occupation \_\_\_\_\_
- City, State, Zip \_\_\_\_\_
27. Employer \_\_\_\_\_
- Telephone \_\_\_\_\_
28. Date of Divorce \_\_\_\_\_

**Section F – Student Family Size:**

29. List all family members who will be a part of your household in 2018-2019. Attach an additional sheet if necessary.

Family member's full name	Age	Relationship to you:	Name of college/university if attending	Child care costs paid by you for dependents.

**Section – G Student's Resource Summary:**

Provide copies of your 2016 Tax Return Transcript or W-2, if you have not done so already

30. Provide the following resource information for your household **and provide documentation:**

	Actual 2016	Estimated 2018
Child Support Received .....	\$ _____	_____
Alimony Received.....	\$ _____	_____
Child Support Paid to Another Household.....	\$ _____	_____
Alimony Paid to Another Household .....	\$ _____	_____
Total Earnings (provide Most Recent Pay Stub Showing Gross Pay).....	\$ _____	_____
Value of Assets .....	\$ _____	_____
Support Received for Housing, Food, Living Expenses (Rent/Mortgage)		
Paid on Your Behalf .....	\$ _____	_____

**Section H – Certification and Authorization:**

Do **NOT** submit this form without **ALL** required signatures.

*I certify the information reported on this form is true, complete and correct. I also agree to contact the WVSVU Office of Student Financial Assistance if the information provided changes.*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Custodial Parent's Signature

\_\_\_\_\_  
Date