



# MANHATTAN COLLEGE

## Financial Aid Administration

### Proof of Parental Separation Form for Dependent Students

*The student and parent listed on the FAFSA should complete this form.*

Student's Name: \_\_\_\_\_ Student ID#: **000** \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Parent Email: \_\_\_\_\_

The parent's marital status on the FAFSA was listed as *Never Married, Legally Separated, or Divorced*. **If your parent is divorced from your other biological/adoptive parent and not remarried, submit a copy of the divorce decree** in lieu of this form. The US Dept. of Education requires Manhattan College to verify parental separations as *legal/physical and financial*.

1. What is your parent's marital status with your other biological/adoptive parent:  
 **Legal Separation**       **Physical Separation**       **Never Married**
2. **Provide a personal letter, signed by the parent and student**, describing the status between your parent and yourself with your other biological/adoptive parent (i.e. current living situation, level of interaction, sharing/separation of financial responsibilities).
3. The parent with whom the student lived > 50% of the time in the last 12 months:  Mother       Father

**Legally and/or Physically Separated** (completed by parent):

4. **Date of Marriage:** \_\_\_\_\_ (MM/DD/YYYY)      **Date of Separation:** \_\_\_\_\_ (MM/DD/YYYY)
  - Do you or your spouse intend to proceed with a divorce?  Yes       No      **Attach court documentation.**
5. The last year a joint federal tax return was filed: \_\_\_\_\_ (MM/DD/YYYY)       Never filed a joint return.
  - If a joint filing date is listed above, **provide a signed copy of your spouse's most recent federal tax return, including all schedules, and W-2(s);** if you and/or your spouse did not file, order an [IRS Non-Filing Status Letter](#).
6. **If legally separated, provide a copy of court-issued documentation.**
7. **If physically separated, provide the documents below:**
  - **Attach reference letters from two 3rd party persons** (i.e, pastor, counselor, social services case worker, etc.; not relatives or friends) to confirm your separation in their professional capacity on business letterhead.

**Answer the following:**

- Who pays the rent/mortgage and utilities of **your** residence?  **Me**       **My spouse**  
 **Other (full name and relationship to you):** \_\_\_\_\_
- Date on which you **or** your spouse changed residences: \_\_\_\_\_ (MM/DD/YYYY)
- List **your spouse's** current physical address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- For **yourself and your spouse**, provide current copies of lease/ mortgage statements with last month's proof of payment (i.e., canceled check) and last month's electricity/gas or landline telephone bill. Provide any other helpful documents which are in your name only and your spouse's name only.

**Never Married to student's other biological/adoptive parent, and not married** (completed by parent):

8. **Provide a copy of the student's birth certificate and two reference letters from 3rd party persons** (i.e, pastor, counselor, social services case worker, etc.; not relatives or friends) to confirm, in their professional capacity, that you were never married and are the sole provider to the student on business letterhead.
9. **Provide proof of total received child support in 2021.** If there is no child support, document any claims filed with child support services in your state. If a claim is not possible, document the reasons within the personal letter (see Question#2 above).

**By signing below, you agree that the information provided on this form is true and correct. If you purposely give false or misleading information on this worksheet, the student may be reported to the federal Office of Inspector General and to the Dean of Students.**

\_\_\_\_\_  
**Student Signature / Date**

\_\_\_\_\_  
**Parent Signature / Date**

Office Use:  Personal Ltr     Legal Sep Doc     Divorce Proc. Doc     Spouse's Tax Return and     W-2(s)     Phys Sep 3<sup>rd</sup> Ltrs  
 Parent's Lease/Mtg and     Bills     Spouse's Lease/Mtg and     Bills     Student's Birth Cert.     N.M. 3<sup>rd</sup> Ltrs     Child Support