



2018 – 2019

Dependent Student

Request of Special Circumstance Parent Divorce or Separation Form

Complete this form if the parents listed on the FAFSA have divorced or legally separated since filing the FAFSA.

Student Name

Illinois College Student ID Number

Parent Completing this Form

Parent Daytime Phone (with area code)

Parent Email Address

Parent Cell Phone (with area code)

I understand that by completing this form, I am requesting consideration for an adjustment of federal and state grants and federal loan eligibility. An adjustment in aid is not guaranteed.

Documentation Required Please submit the following documentation. If you have already submitted these forms, they do not need to be submitted again. You will be contacted if additional documentation is needed. A Tax Return Transcript can be requested at www.irs.gov or 1.800.908.9946

- ☐ Student's 2016 Federal Tax Return Transcript and copies of all W-2(s)
- ☐ Parent(s)' 2016 Federal Tax Return Transcript and copies of all W-2(s)
- ☐ Dependent Verification Worksheet – V1, attached
 - On the verification worksheet, list the parent that the student will be living with during 2018.

Documentation of Divorce or Separation

Provide one of the following documents:

- ☐ Copy of Divorce Decree
- ☐ Letter from an attorney indicating parents are separated
- ☐ Proof of separate residences (i.e. Copy of lease, utility bills, etc)

Date of divorce or separation: _____

Certification: I certify that the information on this form and supporting documentation is complete and correct to the best of my knowledge. I understand that if additional documentation is required, I will submit the documentation or no action will be taken.

Parent Signature

Date

Student Signature

Date

Fax, mail, or email the completed form along with any applicable supporting documents to:
Office of Student Financial Services | 1101 West College Avenue | Jacksonville, IL 62650
www.ic.edu/SFS | SFS@ic.edu | Phone: 217.245.3035 | Fax: 217.245.3274



2018 – 2019 Verification Worksheet

Dependent Student – V1

The federal government requires that all students requesting a special circumstance evaluation complete the process called “verification”. Verification is a process used to check the accuracy of certain information reported on the Free Application for Federal Student Aid (FAFSA). Complete each section below, sign the second page, and return the requested information to the Office of Student Financial Services.

A. Student Information

Student Last Name	Student First Name	Student MI	Illinois College Student ID Number
Student Street Address (include apt. number)			Student Date of Birth
City	State	ZIP Code	Student Cell Number (with area code)
Student Email Address			Parent Cell Number (with area code)

B. Family Information

Complete all the columns for each member of your household. If more space is needed, attach a separate page with the student’s name and Illinois College Student ID Number at the top.

Full Name <i>Student</i>	Age	Relationship to student	College attending between July 1, 2018 – June 30, 2019	Enrolled at least half time
		<i>Self</i>	Illinois College	Y
<i>Parent(s) – List parent(s), including a stepparent, even if you don’t live with your parent(s). List both parents if parents are unmarried and living together. If parents are separated or divorced, only provide the family information for the parent the student lives with the most. Grandparents, foster parents, legal guardians are not considered parents on this form unless they have legally adopted you.</i>				
Parent/Stepparent 1				
Parent/Stepparent 2				
<i>Siblings/Other - Include your parent(s)’ other children if your parent will provide more than half of their support from July 1, 2018 through June 30, 2019 or if the other children would be required to provide parental information if they were completing a FAFSA for 2018-2019. Include children who meet these standards, even if they don’t live in the household. Additionally, list people if they now live with your parent(s) and your parent(s) provide and will continue to provide more than half of their support from July 1, 2018 through June 30, 2019.</i>				

C. Dependent Student’s Income Information to be Verified

The student will submit to Illinois College a **2016 IRS Tax Return Transcript** – not a photocopy of the income tax return. Tax Return Transcripts can be requested at www.irs.gov or 1.800.908.9946.

- ☐ Check here if the student’s 2016 IRS Tax Return Transcript and 2016 W-2 form(s) are attached to this worksheet or have previously been submitted.
- ☐ Check here if the student’s 2016 IRS Tax Return Transcript and 2016 W-2 form(s) will be submitted to Illinois College later to complete verification.



2018 – 2019 Verification Worksheet

Dependent Student – V1

Dependent Student's Income Information to be Verified (continued)

STUDENT TAX RETURN NONFILERS:

- ☐ Check here if the student was not required to file a 2016 U.S. Income Tax Return.

Additionally, list your employer(s), all income received in 2016, and attach copies of all 2016 IRS W-2 forms.

Employer	<u>2016</u> Earned Income	W-2 Attached	
		Yes	No
		Yes	No
		Yes	No

D. Parent(s)/Stepparent's Income Information to be Verified

The parent(s)/stepparent will submit to Illinois College a **2016 IRS Tax Return Transcript** – not a photocopy of the income tax return. Tax Return Transcripts can be requested at www.irs.gov or 1.800.908.9946.

- ☐ Check here if the parent(s)/stepparent's 2016 IRS Tax Return Transcript and 2016 W-2 form(s) are attached to this worksheet or have previously been submitted.
- ☐ Check here if the parent(s)/stepparent's 2016 IRS Tax Return Transcript and 2016 W-2 forms (s) will be submitted to Illinois College later to complete verification.

PARENT(S)/STEPPARENT TAX RETURN NONFILERS:

- ☐ Check here if the student's parent(s)/stepparent did not file and was not required to file a 2016 U.S. Income Tax Return. The parent(s)/stepparent will submit to Illinois College a **2016 Confirmation of Non-Filing** statement from the IRS using Form 4506-T and check box 7. IRS Form 4506-T can be found on Illinois College's website at www.ic.edu/SFS/verification under 2018-2019 Verification Information.

- ☐ Check here if the parent(s)/stepparent's 2016 Confirmation of Non-Filing Letter is attached to this worksheet.
- ☐ Check here if the parent(s)/stepparent's 2016 Confirmation of Non-Filing Letter will be submitted to Illinois College later to complete verification.

Additionally, list your employer(s), all income received in 2016, and attach copies of all 2016 IRS W-2 forms.

Employer	<u>2016</u> Earned Income	W-2 Attached	
		Yes	No
		Yes	No
		Yes	No

E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported is complete and correct. Student and one parent/stepparent must sign and date.

Student's Signature

Date

Parent/Stepparent's Signature

Date

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

Fax, mail, or email the completed form along with any applicable supporting documents to:
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www.ic.edu/SFS | SFS@ic.edu | Phone: 217.245.3035 | Fax: 217.245.3274