

If a separation or divorce occurred after filing your 2024-2025 FAFSA and you would like our office to update your marital status to reevaluate your financial aid eligibility, please submit this form along with all requested documentation. Please note that your 2024-2025 FAFSA will be selected for Verification, if it is not already.

**Student Information**

Last Name	First Name	M.I.	NTC Student ID
Address (include apt. no.)			Date of Birth
City	State	ZIP Code	Phone Number (include area code)

**Separation or Divorce:**

Date that divorce or separation occurred: \_\_\_\_\_

Physical address for each person involved in the divorce or separation:

Person #1 – Name/Address: \_\_\_\_\_

Person #2 – Name/Address: \_\_\_\_\_

**IMPORTANT:** If your FAFSA was not initially selected for verification, you will receive an email notification to complete verification. If your FAFSA was selected for verification, you will receive an email with instructions on how you can update your family size on the verification worksheet, to exclude your spouse.

**Include the Following Documentation:**

- Copy of the legal separation agreement (if applicable)
- Copy of utility bill or lease agreement to show that you and your spouse are living separately if you cannot provide a copy of the legal separation agreement
- Copy of the divorce decree (if applicable)
- 2022 signed federal tax return
- 2022 W-2 form(s)
- 2022 signed Schedule C if you were self-employed
- 2022 1099-G if you received unemployment compensation
- 2022 1099-R if you received an IRA or Pension distribution

Requests will be reviewed within 14 days. We may request additional documentation after your documents are initially reviewed. Depending on your circumstance, the review may or may not warrant a change in your financial aid eligibility. The Financial Aid Office will notify you of the results with an email to your Workday student account.

**Certification:**

I certify that the information provided on this form and accompanying documentation is true and correct to the best of my knowledge. I understand that providing false or misleading information or documents is punishable by fine or imprisonment and may make me liable for a repayment of any funds received on the basis of the information and documents that I have provided.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Return documentation to the Financial Aid Office via:**  
Email: [financialaid@ntc.edu](mailto:financialaid@ntc.edu) | Mail: 1000 W Campus Drive, Wausau, WI 54401  
Fax: 715.301.2904 | Or: drop off at the Financial Aid Office located in Student Services