

## SEPARATION

**IMPORTANT: Only submit this form if you meet the Special Circumstance listed above. You will need to submit all of the documentation listed under the Required Documentation box (next page) in order for TCNJ to process your request. Additionally, for Dependent students only, both of the separated parent’s incomes will be reviewed and the HIGHER income earner’s information will be used to process the Special Circumstance on the FAFSA. This reflects changes made to the FAFSA on which parent’s income is reported.**

### A. Student’s Information:

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Student’s Last Name	Student’s First Name	Student’s M.I.	PAWS ID
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### B. Instructions:

Before petitioning for a Special Circumstance, a completed 2025-2026 Free Application for Federal Student Aid (FAFSA) must be on file with the Financial Aid Office at TCNJ.

Newly admitted students will not be evaluated for a Special Circumstance until after their deposit has been paid.

Returning students can begin to submit their information after May 1 of the year for which they will be applying for aid.

In addition to submitting the information for the chosen Special Circumstance category, TCNJ must verify the data you provided on your FAFSA. Therefore, all students are required to submit the following documents:

- If the student, spouse (if applicable), or parents filed a 2023 Federal Tax Return, attach a copy of the 2023 **IRS Tax Return Transcripts or a signed “home copy” of the tax return(s)** along with all W-2 Form(s). **Both parent’s tax returns must be submitted** in order for the Special Circumstance to proceed. Please copy and paste the following link on your browser for instructions on how to request a Transcript, if needed:
  - <https://www.irs.gov/individuals/get-transcript>
- Dependent students must complete a Dependent Verification Form. Independent students must complete an Independent Verification Form. These forms are located on our website. Please copy and paste the following link on your browser to access the forms:
  - <https://financialaid.tcnj.edu/forms/verification-forms/>
- A personal statement from the student/parent detailing the circumstance. Please be specific.

**You must submit this form ALONG WITH all the required documentation. Incomplete submissions will not be evaluated. Please call us at (609) 771-2211 with any questions.**

Student's name: \_\_\_\_\_ PAWS ID: \_\_\_\_\_

**C. Special Circumstance Certification:**

Select the calendar year in which the Special Circumstance occurred: 2023: \_\_\_\_\_ 2024: \_\_\_\_\_ 2025: \_\_\_\_\_

Review and complete the information below.

Circumstance	Reason	Required Documentation
Separation	Parent (or student's spouse if independent) no longer resides in the household due to a separation after the FAFSA was filed	<ul style="list-style-type: none"> <li>• Copy of legal separation agreement or letter from an attorney if one has been obtained.</li> <li>• Proof of separate residences for both parents (lease, utility bill(s), driver license, property tax document)</li> <li>• Tax returns from both parents for the base year (2023)</li> </ul>

In addition to the required documentation, please complete the following information:

A separation can only be considered if the student's spouse (if independent) or the student's parents have separated after filing the FAFSA **and are living in separate residences.**

Date of separation: \_\_\_\_\_

**D. Certification and Signature**

By signing this worksheet I certify that all of the information reported on it is complete and correct.

**WARNING: If you purposely give false or misleading information on this worksheet, you may face TCNJ disciplinary action, be fined and sentenced to jail.**

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

\_\_\_\_\_  
Date

**STOP! You must submit this form ALONG WITH all of the required documentation. Incomplete submissions will not be evaluated. Information can be submitted via e-mail, fax or USPS mail. We suggest you put your name and PAWS ID on all submitted documents.**

**Email: [osfa@tcnj.edu](mailto:osfa@tcnj.edu)**

**Fax: (609) 637-5154**

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