



2025—2026 VERIFICATION OF SEPARATION FORM

Financial Aid Office- Phillips Community College UA

1000 Campus Drive, Helena, AR 72342

On your application for financial aid, you indicated you are separated from your spouse. In order for us to complete your file as a separated individual, you need to provide documentation verifying that you are separated for the purpose of divorce and that you are not receiving any support from your spouse (other than child support or alimony included in your application). Complete the statement below and provide two (2) of the documents listed below.

DATE: _____

I, _____ certify that I am separated from my spouse as of _____
(Name) (Month/Day/Year)

ADDRESSES: (Do not list P.O. Boxes)

My current residence is _____.

My former spouse's residence is _____.

(Signature)

(Student ID #)

Provide any **TWO** of the following documents:

1. A copy of any pre-divorce documents from your attorney or the court. (If you provide this form of documentation, the additional form is not necessary).
2. A letter from a social agency such as the Department of Human Services stating that they are aware of your separation and that according to their files, you are considered separated from their programs.
3. A letter from a relative stating that they are aware of your separation and the date of the separation. (notarized)
4. A letter from a non-member of the family such as clergyman (on letterhead) stating that they are aware of your separation and the date of separation. (notarized)
5. A copy of your housing contract showing that you are maintaining a separate household. A copy of your spouse's housing contract may also be required.

As soon as you have obtained the above information, please return it to the financial aid office so that we can complete your request for financial assistance. No further processing may continue without documentation of your separation status.

Documentation submitted must be reviewed and approved by the director. Submission of the requested documentation does not guarantee approval. Should you have any questions, please contact the financial aid office at finaid@pccua.edu. You can also contact the Financial Aid Officer on your Campus.

Helena Campus, Yazarae Stephens 870-338-6474 ext. 1160
DeWitt Campus, Kalli Smith 870-946-3506 ext. 1607
Stuttgart Campus, Malcolm Worsham 870-673-4201 ext. 1806