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Student ID (E Number) Last Name First Name

2025-2026 DIVISION OF INCOME FOR INDEPENDENT STUDENT

This form is used to request a separation of student income in the case of separation, divorce or death to more accurately reflect your family's financial situation when determining eligibility for 2024-2025 financial aid. We will process this division only after receiving supporting documentation which confirms your circumstance(s). Please be aware that this does not guarantee an increase in your financial aid. This process may take up to 4 weeks.

The deadline for appeals for students enrolled fall semester only is **November 1, 2025**.

The deadline for students enrolled spring semester only, or for both fall and spring semesters, is **April 1, 2026.**

Death of Spouse - Date of Death:_____

- Submit a copy of the death certificate or obituary; and
- Submit **ALL 2023** W2's for both student and deceased spouse; and
- Submit **signed** copy of **2023** US 1040 tax form with all relevant schedules attached; and
- Submit a copy of life insurance and/or survivor benefits received.

Divorce / Separation - Effective Date:_____

- Child Support Received (if applicable): $ _____ ☐ yearly ☐ monthly ☐ weekly (select one)
- Submit a **copy of divorce decree or verification of filing for divorce**; or a **signed statement of separation including date of occurrence** (use box below); and
- Submit all **2023 W-2 forms** for the student; and
- Submit a **signed** copy of **2023 US 1040** tax form with all relevant schedules attached;
- **If this is the 2nd continuous year of separation** we require proof of separate households, i.e. utility bills or lease agreement.

STATEMENT OF SEPARATION

STUDENT SIGNATURE DATE

Please submit all requested documentation (including the student E# on each page) and submit it to our office in person (Student Services Building East Wing), via email at **finaidverification@eiu.edu** or by fax at 217-581-6422.

EASTERN ILLINOIS UNIVERSITY

EASTERN ILLINOIS UNIVERSITY
OFFICE OF FINANCIAL AID AND SCHOLARSHIPS
600 LINCOLN AVENUE, CHARLESTON, IL 61920
TELEPHONE: **217-581-6405** FAX: **217-581-6422** EMAIL: **FINAIDVERIFICATION@EIU.EDU**