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UTSA ID

Student's Last Name

Student's First Name

2011-2012 UTSA Orphan, Ward of the Court or Foster Care Form

Office of Student Financial Aid and Enrollment Services (SFAES)
University of Texas at San Antonio, One UTSA Circle, San Antonio, Texas 78249-0687
1-800-669-0919 financialaid@utsa.edu www.utsa.edu/financialaid

DOCUMENTATION SUBMITTED BY FAX OR EMAIL WILL NOT BE ACCEPTED

Your Independent status is based solely on your answer to question 52 on the Free Application for Federal Student Aid (FAFSA) from one of the possibilities listed in step 1 below. Therefore, the Department of Education requires that you submit legal documentation verifying that status. Please check the box in step 1 that best represents your situation and submit the required documentation. We will not be able to fully process your aid until the documentation and form have been fully completed, received and processed.

STEP 1: CHECK THE APPLICABLE BOX AND SUBMIT REQUESTED DOCUMENTATION:

❑ A. I am or was an orphan at any time from the age of 13 or older (even if you are now adopted; check this box only if both parents are deceased; do not check this box if one parent is deceased and the whereabouts of your other parent is unknown).

- Attach a copy of your birth certificate, along with a copy of each parent's death certificate.

❑ B. I am or was a ward or dependent of the court at any time from the age of 13 or older (even if you are no longer a dependent/ ward of the court as of today).

- Attach a letter from your social worker confirming that you were a dependent of the court, or a letter stating that you are a participant in the Independent Living Skills Program (ILSP), or other court documentation showing that you were removed from your home because it posed a direct threat to your well-being.

❑ C. I am or was in Foster Care from the age of 13 or older (or was a ward until age of 18).

- Attach legal documentation from your state of residency.

NOTE: If you checked box A, B or C, proceed to steps 2 (next page). If you cannot mark A, B or C and answered this incorrectly on the FAFSA, please correct your FAFSA online by providing your parent information. If you cannot provide supporting documentation for either A, B or C contact our office for more information.

GO TO NEXT PAGE

PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et. seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.

OFFICE USE ONLY

Date Received in SFAES: _____

Entered on RRAAREQ by: _____

Processed by: _____

RRAAREQ Code: **WARD**

Revised on 3/30/20111

Webx Code: **FA_WARD**

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UTSA ID

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STEP 2: INCOME INFORMATION AND/OR TAX FORMS - (Do not leave any blanks; enter zero if the amount is zero)

A. Please check the following regarding the 2010 Federal Income Tax Return.

⇨ I (student) **did not** file for 2010.
⇨ My Spouse **did not** file for 2010.
⇨ I (student) **did** file for 2010
⇨ My Spouse **did** file for 2010

B. Please list any income that was received from work in 2010 REGARDLESS of whether or not you filed your taxes. (Do not leave any blanks; enter zero if the amount is zero)

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List employers for 2010:	Student Wages	Spouse Wages

C. All tax filers must submit a **signed copy of the 2010 Federal Income Tax return** (e.g., 2010 IRS Form 1040 or 1040A or 1040EZ or a tax return from Puerto Rico or a foreign income tax return). You can request a copy from your tax preparer or a copy of an IRS form that lists tax return information.

D. Both tax filers and non-tax filers must list the following (taxed and untaxed) income *received, credited, or paid* in 2010.

2010 Additional Financial Information	Student Amount	Spouse Amount
Child Support **Paid**		
Military of Clergy Allowance		
Taxed Deferred Pensions (W2 Box 12; Codes D, E, F, G, H, or S)		
Child Support **Received**		
Veterans Non-education Benefits		
Other Untaxed/Non-Reported Income		

STEP 3: CERTIFICATION AND SIGNATURES:

Your signature on this document confirms your acknowledgement of the following:

- The information submitted for review is true and correct to the best of your knowledge.
- You have read each section and have provided the required documentation.
- Providing false information may result in reduced eligibility, repayment of aid, or both.
- Additional documentation may be required upon request.
- Any correspondence will be e-mailed to your preferred email account as you indicated on ASAP.
- During peak seasons, there may be a 5-7 business day processing time for the request.
- In the event that your request is denied, please note that your file will be selected for Verification.

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

_____ _____ _____

Student Signature | Phone Number | Date

_____

Spouse Signature (if applicable)

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