@								

UTSA ID

Student's Last Name

Student's First Name

2011-2012 UTSA Unaccompanied Youth/Homeless 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 questions 55 through 57 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:

***At any time on or after July 1, 2010*:**

- ☐ A. Did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- ☐ B. Did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
- ☐ C. Did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

NOTE: If you checked box A, B or C, proceed to step 2 through 5. If you cannot provide supporting documentation for either A, B or C, contact our office for more information.

STEP 2: CHECK THE APPLICABLE BOX AND SUBMIT ALL THE DOCUMENTATION LISTED BELOW:

☐ If you checked box A above, which pertains to FAFSA question 55, please submit the following documents:
A. Official documentation from your high school district homeless liaison documenting this determination.
B. Submit a letter written by you detailing your special circumstance

☐ If you checked box B above, which pertains to FAFSA question 56, please submit the following documents:
A. Official documentation from the director of the shelter or housing program documenting this determination
B. Submit a letter written by you detailing your special circumstance

☐ If you checked box C above, which pertains to FAFSA question 57, please submit the following documents:
A. Official documentation from the director of the basic center or transitional living program documenting this determination
B. Submit a letter written by you detailing your special circumstance

---

STEP 3: FAMILY INFORMATION

- **Write the names of all family or household members below.** Also write in the name of the college for any family member who will be attending college at least half-time between July 1, 2011 and June 30, 2012, and will be enrolled in a degree or certificate program. Include these family members if they will continue to get more than half their support from July 1, 2011 through June 30, 2012.

Full Name	Age	Relationship	College

OFFICE USE ONLY

Date Received in SFAES: _____

Entered on RRAAREQ by: _____

Processed by: _____

RRAAREQ Code: **HMLESS**
Revised on 3/23/2011

Webx Code: **FA_HMLESS**

@								

UTSA ID

Student's Last Name

Student's First Name

STEP 4: 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)

.

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 5: 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)

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: **HMLESS**
Revised on 3/23/2011

Webx Code: **FA_HMLESS**