



# 2007-08 Household Size Inquiry

Financial Aid Office

Today's Date: \_\_\_\_\_

Western Dakota Tech  
www.westerndakotattech.org

800 Mickelson Drive - Rapid City, SD 57703-4018  
1-800-544-8765 605-394-4034 Fax: 605-394-2204

Name: \_\_\_\_\_

The number of exemptions on your income tax form are less than the household size you are claiming (namely dependents) on your Free Application for Federal Student Aid (FAFSA). Although not claiming such dependents on your income tax is not required, many students have incorrectly completed the FAFSA by claiming a dependent in their household size when they are **not** providing more than half of a dependent's financial support, as required by U.S. Department of Education regulations.

***If you incorrectly listed a household member***, please correct it on the Verification Form.

***If you correctly listed a household member***, and are providing more than half of their support, but have not listed them as a dependent exemption on your income tax, our office requires documentation that addresses the conflicting information. Such documentation may include:

- ▶ A birth certificate indicating the dependent was born after the 2006 tax year, or medical documentation that the dependent will be born after the 2006 tax year.
- ▶ Court order indicating that for tax purposes only the dependent is claimed on another party's tax forms other than your own, but that you are providing more than half of the dependent's financial support.
- ▶ Court order indicating you have been awarded sole custody and are providing more than half of the dependent's financial support.

*If you are providing any of the documents listed above, simply print and sign your name below certifying that "The information I am providing is true and correct to the best of my knowledge." You are not required to complete the notary section below.*

Signature: \_\_\_\_\_

▶ Other information (other than provided above) regarding support of a household member listed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Complete the signature and notary section if you are providing information in the OTHER category only. If you are providing court orders, birth certificates, or other legal documentation, you are not required to complete this section.**

*The information I am providing is true and correct to the best of my knowledge.*

SUBSCRIBED AND SWORN BEFORE ME ON  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

-----  
Student Signature Date

MY SEAL EXPIRES ON \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

*Western Dakota Tech's Financial Aid Office has a notary on staff (at no charge) for your convenience.*

**NOTICE!**

\*This form must be submitted to our office within 14 days of this request. If the required documentation is not received, we cannot continue processing your application for financial aid. Processing will not resume until/unless the necessary information/documents are provided. If the 14-day time period extends to or beyond registration day, you must either:  
-- Pay the institutional costs from personal funds, or  
-- Request a deferment of payment of tuition and fees for a maximum of 30 days. There is a deferment charge of \$50 if paid on registration day, or \$75 if the payment of the deferment charge is delayed. If verification cannot be completed within the 30-day deferment period, you must make all payments due to Western Dakota Technical Institute from personal funds.