



## Dislocated Worker Verification

Emory University  
Office of Financial Aid  
200 Dowman Drive, Suite 300  
Atlanta, GA 30322

Phone: 404.727-6039  
Fax: 404.727-6709  
Email: [finaid@emory.edu](mailto:finaid@emory.edu)

<b>Student's Name:</b>	<b>Emory ID (EMPL):</b>
<b>Email Note: Communications regarding this request will be sent via email to the student's email address marked as preferred in OPUS.</b>	<b>Last 4 Digits of Student SSN (if ID Number Unknown):</b>  xxx - xx - _____

**INSTRUCTIONS:** You indicated on the FAFSA that you, your spouse or a parent is a dislocated worker. Information provided on this form, as well as additional supporting documentation is needed to determine whether the dislocated worker status applies. Complete the form entirely, and return it to the Office of Financial Aid with the required documentation

A person who quits a job, is fired for unsatisfactory performance, is laid off due to seasonal work, or was previously laid off but is now employed is NOT considered a dislocated worker. Those who qualify as a dislocated worker have generally been laid off or terminated due to the effects of the economy, company downsizing, merger, going out of business, etc.

Documents requested by the Office of Financial Aid may be submitted via US mail, email or fax. **In an effort to safeguard your personal information, the Office prefers that forms be submitted via fax.** Our fax number is 404-727-6709. Should you chose another option, our address is 200 Dowman Drive, Suite 300, Atlanta, GA 30322, and our general email account is [finaid@emory.edu](mailto:finaid@emory.edu).

### Certification Statement

I certify that the information I am providing is true, complete, and correct to the best of my knowledge. Both parent and student agree to notify the Office of Financial Aid if the circumstance described below changes, or if employment is obtained.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

### DISLOCATED WORKER RELATIONSHIP

Name of Dislocated Worker \_\_\_\_\_ Relationship to Student (circle a response):

Date Person became a Dislocated Worker \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Self Parent Spouse

### ELIGIBILITY AND DOCUMENTATION

	I am <b>NOT</b> a dislocated worker	I am receiving unemployment	I have been laid off	I was previously self-employed	I am a displaced homemaker
Description	I incorrectly answered the FAFSA dislocated worker question, or found employment since completing the FAFSA, and do not qualify as dislocated worker	I am receiving unemployment benefits due to being laid off or losing a job and am unlikely to return to a previous occupation	I have been laid off, or received a lay-off notice and am unlikely to return to a previous occupation	I was self-employed but am now unemployed due to economic conditions or natural disaster	I am a displaced homemaker who previously provided unpaid services to the family (e. g., a stay-at-home mom or dad), am no longer supported by the husband or wife, am unemployed or underemployed, and I am having trouble finding or upgrading employment
Circle a	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Attach Required Documentation	<ul style="list-style-type: none"> <li>Return this worksheet, signed and completed—no supporting documentation required</li> </ul>	<ul style="list-style-type: none"> <li>Proof of unemployment benefits showing effective dates (beginning to end)</li> <li>Monthly amount received: \$ _____</li> </ul>	<ul style="list-style-type: none"> <li>Separation or termination notice from the employer stating the date of the lay off</li> <li>If a letter was not originally issued, then contact your previous employer to request one</li> </ul>	<ul style="list-style-type: none"> <li>Statement explaining the hardship or natural disaster and how it led to or caused unemployment</li> <li>Bankruptcy documentation, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Divorce, legal separation agreement, or death certificate</li> <li>Statement explaining your current situation</li> <li>Document any income/asset settlements</li> </ul>