

## DOCUMENTATION REQUIRED TO DEMONSTRATE DEATH IN THE IMMEDIATE FAMILY

### DEFINITION of immediate family:

For purposes of the Tuition Petition only, immediate family will include:

1. Wife, husband, children, parents, grandchildren, grandparents, brothers, sisters, nephews, nieces, aunts, uncles, brothers-in-law, sons-in-law, of the student submitting the tuition petition.
2. Also to be included will be a foster or step child, an individual who filled the role of a parent, a legal dependent for whom the student is the primary caregiver, OR a person living with the student for whom the student is the primary caregiver.

**IMPORTANT:** If your immediate family member does not have the same last name you need to document that family relationship. An example may be a copy of your birth certificate that would show your mother's maiden name would show relationship of a maternal grandparent.

**DOCUMENTATION:** Item a, b, OR c is required to demonstrate a death in the immediate family. If the documentation is in a language other than English you will need to get a translation either from an embassy (have this notarized) or someone from language department can translate and run this off on the department letterhead.

- a. Death Certificate
- b. Obituary
- c. Funeral Service Remembrance Card

### STUDENT RESPONSIBILITY:

The above information must be provided. In addition, you, the student, must submit a typewritten statement explaining how the death and related circumstances affected your ability to complete the school term. If your help was needed to settle the estate you need to supply documentation from the Attorney's Office that details how many weeks your help was needed. You should also identify your relationship to the deceased.

\*Note: This form is to be used as a guideline to help the student with documentation of a Death in The Family Exception to Tuition Policy. The Tuition Appeals Committee reserves the right to ask for additional information from the student so a fair decision can be made.