



**Please note: Special Condition Forms submitted without required supporting documentation and letters of explanation will not be considered. Submittal of a Special Condition Form does not guarantee that the student's financial aid will be adjusted.**

## Special Condition Form Fall 2022/Spring 2023

**Instructions:**

1. Please indicate which of the reasons you are filing for a Special Condition.
2. Provide all documentation required for that reasoning
3. Provide a letter of explanation

**Student Name:** \_\_\_\_\_ **ID:** \_\_\_\_\_

<b>Loss of Employment/ Reduction in work</b> <small>*loss of overtime will not be considered*</small> <input type="checkbox"/> Parent <input type="checkbox"/> Student <input type="checkbox"/> Spouse	<b>Last date of Employment</b>  ____/____/____	<b>Required Documentation</b> <ul style="list-style-type: none"> <li>Copies of 2020 tax return and 2021 tax return</li> <li>Last paystub for current employment and for employment lost</li> <li>Letter of termination</li> <li>Proof of unemployment income because of loss of employment</li> </ul>
<b>Death</b> <input type="checkbox"/> Parent <input type="checkbox"/> Spouse	<b>Date of Death</b>  ____/____/____	<b>Required Documentation</b> <ul style="list-style-type: none"> <li>Letter of explanation from student/parent</li> <li>Copy of Death Certificate</li> <li>Copies of tax returns to show loss of income</li> </ul>
<b>Reduction or loss of benefit.</b> <small>(e.g. Unemployment Benefits, Workers Compensation, Child Support, Social Security Benefits, SSI, etc.)</small> <input type="checkbox"/> Parent <input type="checkbox"/> Spouse <input type="checkbox"/> Student		<b>Required Documentation</b> <ul style="list-style-type: none"> <li>Letter of explanation from student/parent</li> <li>Submit notice of cancellation of benefits / income</li> <li>Copies of 2020 tax return and 2021 tax return</li> </ul>
<b>One-time lump sum payment</b> <small>Please list the source of this one time payment.</small>  _____		<b>Required Documentation</b> <ul style="list-style-type: none"> <li>Letter of explanation from student/parent</li> <li>Copies of 2020 and 2021 tax returns if lump sum is shown</li> </ul>
<b>Other</b>	<b>Date of Change</b>  ____/____/____	<b>Required Documentation</b> <ul style="list-style-type: none"> <li>Letter of explanation from student/parent</li> <li>Provide any other pertinent documents to show income change</li> </ul>

**Certification by person(s) requesting special circumstance consideration.**

The information provided on this form and supporting documents is true and complete to the best of my knowledge. I agree to provide additional documentation if requested. **I understand that if at any time the estimates of the 2022 income that I submit on this form changes, I will contact the Financial Aid Office as soon as possible regarding the change.** I understand that Special Condition Forms submitted without required supporting documentation and letters of explanation will not be considered. **I also understand that submittal of a Special Condition Form does not guarantee that the student's financial aid will be adjusted.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Submit all documentation to the Financial Aid Office at 100 Reservoir Road Herkimer, NY 13350, email to [finaid@herkimer.edu](mailto:finaid@herkimer.edu), or fax 315-866-2908. For questions, please email or call 315-574-4035.**