MOHAWK VALLEY COMMUNITY COLLEGE
2011-2012 SPECIAL CONDITION FORM

This form is for use in those specific circumstances in which a family's financial situation worsens, and 2011 rather than 2010 income would best reflect a family's ability to contribute to the student's education. These circumstances may be those of an independent student, his/her spouse or the parent of a dependent student. Change in a dependent student's circumstances does not permit the use of 2011 income in place of 2010. **You must submit a brief letter explaining the details of your circumstances and documentation that supports your special condition.**

Student's Name: _____ SS _____ / M

MVCC ID:

☐ **If you/ your spouse have recently been laid off please submit the following documentation:**

* Letter from your/your spouse's prior employer on letterhead, stating the termination date. Letter must be signed and dated.
* Last pay stub you/your spouse received.
* Proof of your/your spouse's unemployment benefits. If unemployment benefits have been denied, please submit a copy of the denial letter.
* Please provide proof of any other income or resources your family is receiving. (current pay stub, social security benefits, workers compensation etc,)

☐ **If a parent has recently been laid off, please provide the following documentation:**

* Letter from their prior employer on letterhead stating their termination date. The letter must be signed and dated.
* A copy of the last pay stub that parent received.
* Proof of unemployment benefits that parent is receiving. If your parent has been denied unemployment benefits, please submit a copy of the denial letter.
* If your parent is married, submit a copy of their spouses most recent pay stub or proof of any income they may be receiving. (current pay stub, social security benefits, workers compensation etc.)

☐ **If you have recently been separated/divorced, please provide us with the following documentation:**

* Divorce – copy of divorce decree.
* Separated – copy of a legal separation or a signed statement from your attorney showing the date of the separation.
* Proof that you and your spouse are living in separate residences. (rent receipts, utility bills with different addresses**).**
* Please submit a copy of your most recent pay stub or proof of any income/ resources you are receiving.

☐ **If your parents have recently been separated/divorced, please provide us with the following:**

* Divorce – copy of divorce decree
* Separated – copy of a legal separation or signed statement from their attorney showing the date of the separation.
* Proof that your parents are living in separate residences (rent receipt, utility bills with different addresses.
* Submit a copy of the parent you are residing with most recent pay stub.
* Submit proof of any other income/resources the parent you are residing with is receiving (child support, etc.)

Or MVCC ID: M

☐ **If there has been a death of a spouse or parent, please provide the following documentation:**

* A copy of the death certificate or obituary notice.
* Proof of all the income/resources you are receiving or the surviving parent is receiving. (current pay stub, social security benefits, child support, etc.)

☐ **If you/your spouse or parent recently lost some untaxed income please provide the following documentation.**

* A letter from the agency that provided the benefit stating how much the benefits were and when they ended.

☐ **If you/your spouse recently became disabled, please provide the following documentation:**

* Medical documentation stating when the disability occurred.
* Submit a copy the last pay stub that was received prior to the disability.
* Submit proof of any disability benefits the person is currently receiving or expects to receive.
* Provide proof of any other income/resources that the household is receiving.(spouse's pay stub, social security benefits, child support etc.)

☐ **If your parent recently became disabled, please provide the following documentation:**

* Medical documentation stating when the disability occurred.
* Submit a copy the last pay stub that was received prior to the disability.
* Submit proof of any disability benefits the person is currently receiving or expects to receive.
* Provide proof of any other income/resources that the household is receiving. (spouse's pay stub, social security benefits, child support etc.)

☐ **Any other unusual circumstances not covered above:**

* Provide a detailed explanation of the unusual circumstances and submit detailed documentation to support your claim.

Certification

All of the information on this form and supporting documentation is true and complete to the best of my knowledge. If asked by an authorized official, I agree to give further proof of the information that I have given on this form. I realize that if I don't provide the additional information, the student aid may be denied.

Student's Signature	**Date**	**Parent's Signature**	**Date**

Return to MVCC Financial Aid Office, 1101 Sherman Drive, Utica, NY 13501