

**MOHAWK VALLEY COMMUNITY COLLEGE**  
**2019-2020 SPECIAL CONDITION FORM**

This form is for use in those specific circumstances in which a family's financial situation worsens, and 2019 rather than 2017 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 2019 income in place of 2017. **You must submit a brief letter explaining the details of your circumstances and documentation that supports your special condition.**

Student's Name: \_\_\_\_\_ M# \_\_\_\_\_

**( ) 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 stubs 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.)

**( ) 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  
FAX; (315) 731-5852**

**\*Special Condition applications must be received before the start of class.**