



**Special Condition Request Form for Financial Aid  
2011-2012**

The Financial Aid Office at Finger Lakes Community College realizes that students and their families experience unforeseen circumstances during an academic year. This form is designed to address the possible need for additional funding as a result of these unusual circumstances. If selected for verification, that process must be completed prior to an appeal for certain circumstances. **Please be advised that the submission of this form does not guarantee any changes to your financial aid awards.** Appeals will be thoroughly reviewed and the student will be notified by mail/e-mail of the decision.

**Please Note:** If your FAFSA has been selected for verification, you must complete the verifications process before an appeal can be considered.

**Failure to submit all required documentation will result in the return of this form.**

**STUDENT INFORMATION (PLEASE PRINT)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

SS# or Student ID#: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

**Check all that apply**

- Loss of employment
  
  
- Reduction/loss of income or benefit (such as: unemployment benefits, Workers Compensation, child support, taxable social security benefits)
  
- Separation/divorce
  
  
- Death
  
  
- Other

**Documentation Required:**

- Letter of explanation of circumstances from student/parent
- Last date of employment \_\_\_\_/\_\_\_\_/\_\_\_\_
- Copies of most recent pay stub(s) for each job held by student/parent/spouse
- Proof of unemployment income (if any)
- List of estimated income for 2011
  
- Letter of explanation of circumstances from student/parent
- Last date of receipt of benefit/income \_\_\_\_/\_\_\_\_/\_\_\_\_
- List of estimated income for 2011
  
- Letter of explanation of circumstances from student/parent
- Date of separation/divorce \_\_\_\_/\_\_\_\_/\_\_\_\_
- Documentation of separation/divorce or proof of separate addresses (utility bill, lease agreement, etc.)
- List of estimated income for 2011
  
- Letter of explanation of circumstances from student/parent
- Copy of Death Certificate
- List of estimated income for 2011
  
- Letter of explanation of circumstances
- Any supporting documentation
- List of estimated income for 2011

Student Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature (required, if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Return completed forms to: Fin Aid Office ,3325 Marvin Sands Drive, Canandaigua, NY 14424 fax: 585-394-0635