



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
Aid Year: _____

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:** _____

Loss of Employment/ Reduction in work <small>*loss of overtime will not be considered*</small> <input type="checkbox"/> Parent <input type="checkbox"/> Student <input type="checkbox"/> Spouse	Last date of Employment ____/____/____	Required Documentation <ul style="list-style-type: none"> Copies of 2022 tax return and 2023 tax return Last paystub for current employment and for employment lost Letter of termination Proof of unemployment income because of loss of employment
Death <input type="checkbox"/> Parent <input type="checkbox"/> Spouse	Date of Death ____/____/____	Required Documentation <ul style="list-style-type: none"> Letter of explanation from student/parent Copy of Death Certificate Copies of tax returns to show loss of income
Reduction or loss of benefit. <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		Required Documentation <ul style="list-style-type: none"> Letter of explanation from student/parent Submit notice of cancellation of benefits / income Copies of 2022 tax return and 2023 tax return
One-time lump sum payment <small>Please list the source of this one time payment.</small> _____		Required Documentation <ul style="list-style-type: none"> Letter of explanation from student/parent Copies of 2022 and 2023 tax returns if lump sum is shown
Other	Date of Change ____/____/____	Required Documentation <ul style="list-style-type: none"> Letter of explanation from student/parent Provide any other pertinent documents to show income change

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 2024 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, or fax 315-866-2908. For questions, please email or call 315-574-4035.