



Phone: (315) 684-6289

Financial Aid Office

Fax: (315) 684-6628

**MORRISVILLE STATE COLLEGE  
2018-2019 SPECIAL CONDITIONS FORM**

This form is for use in those specific circumstances in which a family's financial situation worsens, and 2017 rather than 2016 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 2017 income in place of 2016. **You must submit a copy of your tax return and W2's, a brief letter explaining the details of your circumstances and documentation that supports your special conditions.**

Student's Name: \_\_\_\_\_ Morrisville ID# \_\_\_\_\_

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

- Letter from 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.
- Provide proof of any other income or resources your family is receiving. (current paystub, social security benefits, workers comp, 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 comp, etc)

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

- Divorce-copy of divorce decree.
- Separated – copy of a legal separation or a signed statement from your attorney showing the date of separation.
- Proof that you and your spouse are living in separate residences. (rent receipts, utility bills with different addresses).
- 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 benefit was 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 of the last pay stub that was received prior to the disability.
  - Submit proof of any disability benefit the person is currently receiving or expects to receive.
  - Provide proof of any other income/resources that the household is receiving.

- If your parent recently became disabled, please provide the following documentation:**
- Medical documentation stating when the disability occurred.
  - Submit a copy of the last pay stub that was received prior to the disability.
  - Submit proof of any disability benefit the person is currently receiving or expects to receive.
  - Provide proof of any other income/resources that the household is receiving.

- Any other unusual circumstances not covered above:**
- Provide a detailed explanation of the unusual circumstances and submit proper 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