



Office of Financial Aid

# First Monies Policy One-Time Waiver Form

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Please indicate the term for which you are requesting to waive the First Monies policy. (You may only check one term)

Semester Requesting:  FALL 20\_\_\_\_  SPRING 20\_\_\_\_

Deadline dates: October 1<sup>st</sup> February 25<sup>th</sup>

Board of Trustees Policy states that “All financial aid, including loan payments, will be applied first to the outstanding amount due of tuition and fees before any refunds are issued to students.” Student Loan monies are normally the first monies received by the college. The college recognizes this may cause extreme *economic hardship* for some students. **An extreme economic hardship is defined as an economic situation that DIRECTLY prevents a student from pursuing their educational goals at ECC and will result in withdrawal from the college.**

For these students, the College will allow a **one-time** request to waive this policy to receive their loan funds up front. **If approved, you will no longer be eligible for a waiver of the first monies policy.**

To submit a request, provide a written **explanation** detailing the **extreme economic hardship**. **Supporting documentation** must be attached to support the reason(s) for this request. Requests will not be reviewed without sufficient supporting documentation. Supporting documentation may include but is not limited to:

- Utility Shut Off Notices
- Lease/Rent/Mortgage statements
- Transportation Expenses
- Eviction Notices
- Proof of Child Care Expenses
- Lapse of Insurance Notices

Additionally, the student must meet the following criteria:

- Be a matriculated student
- Be registered for at least 6 credit hours
- Be in good academic standing
- Anticipated Federal financial aid (excludes TAP, APTS, Scholarships) must exceed all monies owed to the College

**Completion checklist:** \_\_\_ Completed and Signed First Monies Policy One-Time Waiver Request Form  
\_\_\_ Hardship Letter Detailing Extenuating Circumstances (preferably typed)  
\_\_\_ Supporting Documentation

**Processing Notes:**

Upon review of your **economic hardship** this request will be forwarded to the Bursar Office for financial verification, Senior Administration for final approval. **Please allow a minimum of 3 weeks for this process. ALL APPROVED WAIVERS WILL BE PROCESSED AFTER THE END OF ADD/DROP.** Checks will be mailed to your mailing address on file.

**I am requesting the college waive the First Monies Policy. By my signature below, I am confirming that I will be liable for any outstanding balances at the college should my other grants and/or loans fail to be received. I also understand this is a ONE-TIME request to waive the First Monies Policy.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Submit this request to the Office of Financial Aid.**

Mailing address: 6205 Main Street, Williamsville, NY 14221

Fax: 716-270-2856

***This side to be completed by SUNY ECC personnel only!***

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Semester \_\_\_\_\_ Registered Credit Hours \_\_\_\_\_

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**Office of Financial Aid**

Date Received \_\_\_\_\_

Federal financial aid resources available

PELL \_\_\_\_\_

SEOG \_\_\_\_\_

Student Loans \_\_\_\_\_

**Total Aid** \_\_\_\_\_

\_\_\_\_\_  
Financial Aid Officer Signature

\_\_\_\_\_  
Date

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**Bursar's Office**

Date Received \_\_\_\_\_

Monies owed to SUNY Erie

Current Tuition and Fees \_\_\_\_\_

Eligible for Bookstore Credit? \_\_\_\_\_

Approved emergency loan/childcare? \_\_\_\_\_

Accounts Receivable balances \_\_\_\_\_

**Total Due:** \_\_\_\_\_

**MAXIMUM DISBURSEMENT OF FIRST MONIES** \_\_\_\_\_

\_\_\_\_\_  
Bursar Signature

\_\_\_\_\_  
Date

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**Authorized by EVP Student Affairs/CAFO**

\_\_\_\_\_  
EVP Signature

\_\_\_\_\_  
Date