

Paper Correspondence Request Form

The Financial Aid Office at Cloud County Community College prefers to communicate with our students electronically. We find that this is the quickest way to communicate with our students regarding time-sensitive information that may affect their financial aid eligibility. Certain information (Welcome Letters, Award Letters, or Financial Aid Denial or Warning notifications) will still be provided to the student in paper form.

By completing this form, the student may request to receive **all** communication from the Financial Aid Office via postal mail. Please complete this form and return to the Cloud County Community College Financial Aid Office. **Please allow 3 business days for this request to be reflected in our communications processes.**

I, _____, (CCCC ID# _____) request that all correspondence from the Financial Aid Office at Cloud County Community College be delivered to me in paper form. I understand that by requesting paper correspondence, I have the option to change my preference by notifying the Financial Aid office in writing of my intent to receive electronic communications.

Student Signature

Date

For Office Use Only:

Paper Communication Document Added: _____

Date Received: _____