BUFFALO STATE
The State University of New York

Financial Aid Presentation Request Form

Knowledgeable Financial Aid Advisors will be assigned to conduct on-campus and external financial aid presentations when possible. ***If the requested date and/or time is after regular business hours (5 p.m.) or on the weekend (e.g., Sat. or Sun.); you must submit this form 30 days in advance of the requested date to afford the FAO sufficient time to make the necessary arrangements. Failure to comply with this condition may result in the denial of your request.*** If we are unable to honor your request, please encourage your audience to attend our Open Houses and SUNY Financial Aid Day events or schedule an in-person appointment with our Financial Aid Office (FAO).

1. **Purpose of request:**

2. **If you are requesting a specific speaker, please indicate the name of the person below:**

_____

3. **Date of Event:** _____
4. **Start Time:** _____ **End Time:** _____
5. **Estimated Number in Attendance:** _____
6. **Will technology equipment be available to use** (e.g. computer; data projector)? ☐ **Yes** ☐ **No**
7. **Department/Entity/Group Name:** _____
8. **Address:** _____
9. **Contact Person:** _____ **Title:** _____
10. **Email:** _____ **Phone Number:** _____
11. **Signature:** _____ **Date:** _____

Mail or fax completed form to:

Financial Aid Office | MH 230

Attention: Annette Falasa

1300 Elmwood Ave | Buffalo, NY 14222-1095

finaid@buffalostate.edu | (716) 878-4092 | fax (716) 878-4903

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