

Student Emergency Fund Request

Date: _____ Amount Requested: _____

Purpose: _____

Payable to Vendor: _____

Student Name: _____ Banner ID: _____

Address: _____

Telephone: _____

Email: _____

Have you ever received a Student Emergency Fund award? No Yes

Are you receiving financial aid for studies at NCC? No Referred by: Yes

_____ Dept./Program: _____

Describe the reason for this request (please continue your description on reverse side if needed). Attach any supporting documents (such as copies of bills, receipts, legal notices, etc.). Priority will be given to students whose tenure at NCC may be at risk because of unexpected expenses.

Describe what other efforts you have made to obtain these funds:

I certify that the information I have provided is true and complete. I understand that falsifying or withholding relevant information may violate the NCC Student Code of Conduct.

Student Signature: _____ Date: _____

Deliver to Norwalk Community College Foundation, Office E311

Approved: _____ Amount Approved: _____ Denied: _____

Signature: _____ Date: _____

Original to: Norwalk Community College Foundation
Copy to: Student

Rev. 6/2016

Student Emergency Fund

The Student Emergency Fund was created to assist Norwalk Community College (NCC) students who encounter an unforeseen financial emergency or hardship event that would otherwise prevent them from continuing their education at NCC. These funds are not intended to be used for routine expenses, or as a consistent supplement to a student's regular financial aid. Requests must be urgent in nature, reflecting short-term financial hardship for which the student could not have been prepared. Students may receive only one award during their tenure at NCC, with no expectation of repayment.

Applicants must be currently enrolled at NCC as a part- or full-time student (taking at least six (6) credits, except during winter and summer semesters), have completed at least six (6) credits, and be in good standing. Funds will not be given directly to students, but rather to vendors that address the specific student emergencies. Awards have a payment limit of \$250 (some exceptions may apply). Applications and amounts will be considered on a case-by-case basis by a quick-response review group. Awards will be both confidential and genuinely respectful.

Qualifying examples include, but are not limited to:

- School related expenses
- Safety related needs, such as changing locks on vehicle or home
- Transportation emergencies, such as bus passes or car repair
- Unforeseen and uncovered medical expenses
- Assistance with rent or utilities due to an emergency situation

Expenses not covered include, but are not limited to:

- Tuition, books, fees, health insurance
- Non-essential utilities (such as cable TV)
- Household or furniture costs not related to damage or theft
- Parking tickets
- Non-essential expenses

The number of students who can be assisted by the Student Emergency Fund is subject to the availability of funds. The fund must be sustained by continual contributions from NCC donors including students, parents, alumni, faculty, staff, community members and friends of the College.

Eligibility

To be eligible for consideration, a student must:

- Have an urgent financial hardship resulting from an emergency, accident or other unplanned event
- Be enrolled at Norwalk Community College and currently taking at least six (6) credits (except during winter and summer semesters)
- Have completed at least six (6) credits
- Be in good standing
- Be able to demonstrate his/her financial need with supporting documentation
- Establish that other possible resources have been considered and are either unavailable or insufficient
- Not have received a Student Emergency Fund award in the past

Procedures

- Student completes the *Student Emergency Fund Request Application*
- Completed applications are submitted to Terri Nackid, Director of Annual and Planned Giving, Norwalk Community College Foundation (NCCF), Office E311.
- Upon receipt, the completed application will be verified by NCCF and the application will then be considered.
- If approved, the NCCF will notify student and process the grant on their behalf.
- If the application is approved, release of funds will occur by check or credit card from NCCF to the appropriate vendor. **Awards will not be payable directly to the student.**
- The student will also be notified if the application is denied.