The Program

The CT Foundation Emergency Fund Program was established to assist currently enrolled CTC students who are in an emergency situation and at risk of not continuing their education due to unexpected financial dilemmas. The Foundation is committed to supporting student success. A student may be assisted through the emergency fund **one time only**.

Eligibility

Applicants must meet the following criteria:

- Student must be enrolled during the semester he/she makes the request.
- Cumulative GPA must be 2.00 or higher.
- Student must have completed at least 18 credit hours at CTC.
- Student must demonstrate "emergency" financial need.
- Funds awarded will be limited to a maximum of 50% of student's tuition and fees.
- A completed application form, including the required essay, must be returned to the Foundation office by the announced deadline during the regular registration period before the committee can review the request.
- All other sources of financial assistance must be exhausted before making an application for funds.
- A student cannot be on Financial Suspension (less than 67% completion).
- A student may not have been a recipient of the fund in the past.
- A student is granted assistance only once during their tenure at the college.

Application Process

Interested students must complete the application and attach supporting documentation. Please answer all questions as completely as possible; all applications are evaluated on information supplied. **Incomplete applications will not be evaluated.**

Payments

If approved for funding, payment process will be determined by the foundation on a case-by-case basis. In most cases, award payments are made directly to vendor and not to the student.

Obligations

Student must agree to allow faculty and staff of Chattahoochee Technical College to provide additional information regarding current and previous academic record(s) and financial aid applications and/or awards. Recipients may be asked to participate in follow-up studies or promotional efforts.

Additional Information

Submit application and all documentation to: Chattahoochee Tech Foundation, Marietta Campus, Bldg. A
980 S. Cobb Dr., Marietta, GA 30060 or via email at: Foundation@chattahoocheetech.edu.
Questions? Call 770-528-4522

Do not return this instruction page with your application.

CHATTAHOOCHEE

TECH

FOUNDATION

EMERGENCY FUND APPLICATION FORM

Please Print Clearly

Applicant Data

Student Name: _____Date:_____

Student ID #: _____

Mailing Address: _____

_____

Phone Number(s): Hm:_____Cell: _____ Wrk: _____

Email Address(s): _____

(**Please use email address you frequently check.**)

Current College Data

Enrollment Status: Full Time _____ Part Time _____

Program of Study: _____

In which type of program are you currently enrolled?

Technical Certificate _____ Diploma _____ Associate Degree _____

When did you start CTC? _____ Anticipated Completion Date: _____

Cumulative GPA: _____

Main Campus You Attend: _____

How many semesters have you attended CTC? (even if not sequential) _____

Name of your Advisor: _____

*Name of faculty or staff that will be used as a reference for you:

_____

Goals and Aspirations

What are your plans as they relate to your future educational goals and aspirations?

_____ Earn college credits and transfer to another college to earn a 4 year degree

_____ Graduate from CTC/enter workforce

_____ Other (briefly explain): _____

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Assistance Request	Please briefly explain what you are seeking assistance for: _____ _____ _____ Amount of funds Requested: $ _____ *Include copies of receipts/price lists from vendors if requested funds are for specific needs such as book purchases.*

Financial Information	Are you receiving the Pell Grant for the current year? _____
	
	If so, how much were you awarded? _____
	
	Are you receiving the HOPE Grant/Scholarship for this current year? _____
	
	Are you currently receiving any other scholarships or financial aid? _____
	
	Have you applied to this Foundation for emergency funds before? _____
	
	If so, how much assistance did you receive? _____ When? _____
	
	How were the funds used? _____
	
	Are you currently employed?
	
	     Full Time _____ Part Time _____ Varied schedule _____
	
	How long have you been employed there? _____
	
	Employer: _____
	
	 Title: _____
	
	How many members of your household for which <u>you</u> are responsible: _____
	
	I have already received assistance from:
	
	     Textbooks (Lending Library) _____ Community Resource Referrals _____
	
	     Work Study _____ Disability Services _____
	
	     Food Stamps _____ TANF _____ Medicaid _____
	
	     Other (list) _____

Communication	How did you learn about the Foundation Emergency & Special Funds Program? _____

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Student's Name   _____   Application for Emergency/Special Funds - 11/30/12

Brief Letter or Essay

Attach a brief letter or essay addressing your needs (no more than two pages in length, please) and attach any pertinent documents that support your request (copies of college tuition statement, bookstore printout, copies of bills, copies of workshop registration fees, etc.)

Your letter or essay must be typed.
Please provide as much detail as possible.

In your statement, please tell us:

- What are the circumstances that brought you to apply for the Foundation Emergency Fund Grant?

- What are the funds to be used for?

- What other types of assistance have you sought?

- What you will do to cover such expenses in the future.

- How will this award allow you to continue your education and help you achieve your goals?

Application Checklist	This application will be reviewed when all of the following materials have been received: _____ 1. Completed Application Form _____ 2. Documentation of need (receipts, bills, etc.) _____ 3. Name & Contact Information to obtain Recommendation Letter from Faculty _____ 4. Brief Letter or Essay _____ 5. Any other supporting Documentation
Certification *Signature required*	*The information contained in this application is true to the best of my knowledge. I have exhausted all other means of financial support. The college and foundation review committees and staff have my permission to inquire further into my need for financial assistance. By signing, I authorize faculty and staff at Chattahoochee Technical College to provide additional information regarding my current and previous academic record(s) and financial aid applications and/or awards. (See pg. 4.)* *Student Signature_____Date_____*

Financial Aid or Qualified Personnel

Interview Date: _____

1. Does the student receive either the HOPE grant or scholarship? Yes _____   No _____

2. Has the student applied for Federal Pell Grant? Yes _____   No _____

3. Financial Aid file status (circle one):
   a. Awarded
   b. Incomplete (missing documents)
   c. Complete, pending review by financial aid office
   d. Not Eligible for Financial Aid

4. Does student have tuition/fees that are not covered by financial aid? Yes _____   No _____

5. Will the student receive a Pell "refund"? If so, what amount? _____

6. What is the student's EFC number? _____
   EFC is Estimated Family Contribution as determined by US DOE through FAFSA. EFC Ranges from 0 (most needy) to 99999 (least needy)

7. Student's overall financial aid standing? Good, Warning, Suspension *(circle one)*
   a. If not in good standing, why? _____
   b. If "Suspension", has student tried to appeal?   Yes _____   No _____

8. Application-specific information:
   a. Student's Adjusted Gross Income, if any $_____
   b. Parent's Adjusted Gross Income, if any $_____
   c. Does the student report any assets/investments/business net worth? If yes, explain. Explanation/amount: _____
   d. Does the parent report any assets/investments/business net worth? If yes, explain. Explanation/amount: _____
   e. How many people are reported as living in the student/parent household?
      _____

9. Student's cumulative CTC GPA: _____

Student:

_____   Is currently Receiving Textbook Assistance from Lending Library

_____   Has received community resource information

_____   Other: _____

Letter of Recommendation received: Yes _____   No _____ Date received: _____

Printed Name of College Official: _____

Signature of College Official: _____ Date: _____

Notes: _____

_____