Student Emergency
Assistance Grant
Instructions

The Program

The CT Foundation Emergency Assistance Grant 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 are limited to a maximum of $500.00 made payable directly to vendor (NOT the student).
- A completed application form, including the required essay, must be returned to the Foundation office before the committee can review the request.
- All other sources of financial assistance must be exhausted before making an application for funds.
- 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. **Student will need to secure two (2) letters of recommendation from CTC faculty or staff. Please have them email the letter directly to foundation@chattahoocheetech.edu. Incomplete applications will not be evaluated.**

Payments

If approved for funding, payment will be made directly to the vendor.

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 770-528-4461

Do not return this instruction page with your application.

CHATTAHOOCHEE
TECH
FOUNDATION

EMERGENCY ASSISTANCE GRANT 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: _____

_____

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? _____

_____   Application for Emergency/Special Funds – 6/28/16

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. Two (2) Letters of Recommendation from CTC faculty or staff _____ 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.* *Student Signature_____Date_____*

Application for Emergency/Special Funds – 6/28/16