



Student Emergency Assistance Grant Application

For unexpected expenses

The Program

Chattahoochee Tech Foundation maintains an Emergency Grant Fund program which was established to assist currently enrolled Chattahoochee Technical College students who are in an **emergency situation** and at risk of not continuing their education due to unexpected financial dilemmas. A student may be assisted with an emergency grant one time only during their enrollment at Chattahoochee Technical College. Students must meet specified criteria established by the Foundation, which may be changed or amended year-to-year based on donor intent, fund availability, and extraneous need circumstances. Emergency Grant Fund applications are accepted year-round based on fund availability. Funds are limited to a maximum of \$500 paid directly to a vendor. A student cannot be on Financial Suspension (less than 67% completion). The Foundation is committed to student success.

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 and must have completed at least 9 accumulated credit hours at CTC.
- Student must demonstrate “emergency” financial need.
- Funds are limited to a maximum of \$500 paid directly to a vendor. Please include an invoice with the vendor's name and mailing address with your application.
- 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) or have an outstanding balance hold on their student account.
- 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 must secure one (1) letter of recommendation from CTC faculty or staff. Have the letter sent directly to the Foundation at 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 770-528-5827

Do not return this instruction page with your application.



EMERGENCY FUND APPLICATION FORM (UNEXPECTED EXPENSES)

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) _____

Have you been accepted into the Associate of Science in Nursing (ASN) Program? _____

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): _____

**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 you are responsible: _____

I have already received assistance from:

Textbooks (Lending Library) _____ Community Resource Referrals _____

Work Study _____ Disability Services _____

Food Stamps _____ TANF _____ Medicaid _____

Other (list) _____

Are you a veteran? _____

Communication

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

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. Letter of Recommendation from CTC Faculty or Staff _____ 4. Brief Letter or Essay _____ 5. Any other supporting Documentation
Certification <u>Signature</u> <u>required</u>	<i>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.</i> Student Signature _____ Date _____