

STUDENT EMERGENCY FUND APPLICATION

Thanks to the generosity of donors, the Student Emergency Fund was created to assist CCBC students who encounter an unforeseen financial emergency or catastrophic event that could prevent them from continuing their education at CCBC. These funds are not intended to be used for routine expenses or as a consistent supplement to a student's education funding sources. Requests must be urgent in nature.

Qualifying Examples

Consideration will be given to applicants who have experienced an unforeseen financial emergency and/or catastrophic event. Some examples include:

- Significant uncovered medical expenses related to self, spouse, or child
- Loss of housing due to natural disaster, fire, etc.
- Loss of transportation

Eligibility

- The student must have completed at least 12 credits at CCBC and be registered for at least 6 credits in the semester when the emergency funds would be applied.
- This funding may only be available during the semester the student is enrolled, and if the emergency occurs during the semester of application.
- The student must be able to demonstrate the current financial need with supporting documentation.
- The student must have a minimum 2.0 GPA and be in good standing.
- The student must have submitted the Free Application for Federal Student Aid (FAFSA) for the current academic year.

Award

- Students may not receive more than one award of \$500 in an academic year.

Application Process

1. Student completes the *Student Emergency Fund Application*. The application is available
 - online at CCBCFoundation.org/emergency-fund, or
 - by contacting the CCBC Foundation at 724-480-3561 or FoundationInfo@ccbc.edu.
2. Student submits the completed application to the Advancement Office. The application may be
 - submitted via the online form;
 - sent via email to FoundationInfo@ccbc.edu;
 - mailed to CCBC Foundation, 1 Campus Drive, Monaca, PA 15061, or
 - submitted in the CCBC Foundation Office, located in Building 2 – the Community Education Center.
3. Student contacts a CCBC faculty member, staff member, or administrator to submit a recommendation on their behalf to FoundationInfo@ccbc.edu. The recommendation should describe the student's progress towards academic goals and/or financial need.
4. The CCBC Foundation will contact the proper campus offices to access the student's current transcript and Financial Aid information.
5. Requests will be reviewed and responded to within 5 business days from the date the complete application, including the employee recommendation, is received.



STUDENT EMERGENCY FUND APPLICATION

Eligibility

- I have completed at least 12 credits at CCBC Yes No
- I am registered for at least 6 credits for the semester in which I am requesting funds. Yes No
- I have at least a 2.0 GPA at CCBC. Yes No
- I have submitted the Free Application for Federal Student Aid (FAFSA) for the current academic year. Yes No

If you answered yes to ALL questions above, you are eligible to apply.
Please follow the application instructions listed below.

Application Instructions

- Complete Student Information and Student Financial Information sections of the application form.
- Have CCBC Faculty, Counselor, or other CCBC representative complete Recommendation Section.
- Attach documentation explaining circumstances.

Student Information

Name: _____ CCBC Student ID: _____

Address: _____ City: _____ State/Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Please attach a separate piece of paper that includes a response to the following two questions.

1. Briefly describe your unforeseen financial emergency or catastrophic event and how these funds will help alleviate your circumstances. Itemize the specific needed (daycare, rent, utilities, etc.). Please describe how you will manage your future financial needs if continued funding is needed.
2. What is your ultimate educational goal and how will this aid help you achieve it? 500 word maximum

Amount Requested: \$ _____

How will you use the funds? (Documentation must be provided)

- Food Housing Textbooks Technology Tuition Transportation
- Medical Expenses Childcare Other: _____

Student Financial Information

Are you currently employed (circle one) Yes No
If yes, what is your monthly earned income: \$ _____ Employer Name: _____
Marital Status: _____ Number of Dependents: _____
Have you received Pell Grant Benefits? (circle one) Yes No I don't know

Estimated Costs (per month)		Estimated Income (per month)	
Rent/Mortgage	\$ _____	Earnings of student	\$ _____
Food	\$ _____	Earnings of spouse	\$ _____
Transportation	\$ _____	Parent's contribution	\$ _____
Utilities	\$ _____	Savings	\$ _____
Child Care	\$ _____	Child Support received	\$ _____
Cell Phone	\$ _____		
Cable/Internet	\$ _____		
<i>Other Expenses:</i>		<i>Other resources (Incl TANF, DARS, SSI...)</i>	
Expense:	\$ _____	Resource:	\$ _____
Expense:	\$ _____	Resource:	\$ _____
Total Expenses Per Month:	\$ _____	Total Income Per Month:	\$ _____

I affirm that all information on this application is complete, true, and correct and that I am in need of these funds in order to continue my education at the Community College of Beaver County.

Student Signature

Date

Recommendation by CCBC Representative

To be completed by a CCBC Faculty Member, Staff Member, Administrator, or Counselor.

CCBC Representative Name: _____

Please attach a statement describing the student's progress towards academic goals and/or financial need. Recommendation may alternatively be submitted via email to FoundationInfo@ccbc.edu.

CCBC Representative Signature

Date

OFFICE USE ONLY

Executive Director, CCBC Foundation

Date
Student Notified on _____
Student Notified by _____

- Request approved for \$ _____
- Request Declined
 - Funds Not Available
 - Incomplete Application
- Request not unforeseen/catastrophic in nature
- Other: _____