



## Student Emergency Fund Criteria

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SWCC student emergency funding is dedicated to helping students with temporary, short-term financial assistance. Emergency funding is not intended to provide ongoing relief of recurring/routine expenses or as a consistent supplement for educational expenses.

Consideration will only be given to applicants that have experienced financial hardship due to **unforeseen** emergency and/or catastrophic event.

\*\*Documentation of Unforeseen/Catastrophic event must be attached to application for consideration; ie: termination notice, vehicle repair estimate, medical bill, etc.)

### Qualifying Examples of Unforeseen Events

*The following examples may include, but are not limited to:*

- Natural disaster such as fire, tornado, etc.
- Uncovered costs related to unexpected/unforeseen medical expenses
- Vehicle breakdown/accident
- Loss of employment due to unexpected lay-off
- Homelessness
- Death of guardian, spouse, or child

### Non-Qualifying Events

*The following examples may include, but are not limited to:*

- Loss of employment due to voluntary resignation, temporary employment, or known/scheduled time off
- Routinely occurring bills such as electric, rent, car payment, etc. (unless in default due to a qualifying unforeseen event listed above)
- Moving expenses (unless due to an emergency situation such as domestic abuse, homelessness, etc.)
- Child support
- Routine medical expenses such as annual health check-up, dental cleanings, etc.

### Eligibility Requirements

To be eligible for consideration a student must:

- Be currently enrolled in the semester for which they are requesting assistance
- Be enrolled at least half-time (6 credit hours)
- Have at least a 2.0 GPA and be in good standing
- Have already completed at least 6 credit hours at SWCC
- Have two SWCC Faculty/Staff recommendations
- Be able to provide sufficient documentation of financial hardship

### Award

If request is approved, the Student Emergency Fund will award **up to** a maximum of \$250 per student, per semester, and not more than twice per student; however students may submit an appeal for extreme emergency situations. Funds awarded through the SWCC Student Emergency Fund are not loans, and **do not** require repayment to SWCC.

### Application Procedures

1. Student must complete the *Student Emergency Fund Assistance* application.
  - Student must fill out the Student Information and Student Financial Information sections.
  - Student is responsible for seeking recommendations from an SWCC Faculty member, SWCC Counselor, or other SWCC representative. (2 recommendations are required)
  - Student must submit documentation of hardship along with application.

2. Student must turn in completed application and all documentation to the SWCC Educational Foundation office located in the King Community Center, room 111. (Application/documentation may also be scanned and emailed to [susan.lowe@sw.edu](mailto:susan.lowe@sw.edu) or [stacey.mcghee@sw.edu](mailto:stacey.mcghee@sw.edu))
3. The assistance application will be sent to committee for review.  
\*The committee will make every effort to review and respond to the request within 5 business days from the date the application is received by the Educational Foundation.
4. Student will be notified via their SWCC student email of the committee's decision, as well as instructions on how to retrieve funds, if request is approved.
5. Assistance will be provided in the form of a check as direct payment to a service provider, retailer, etc. A check made directly to a student is possible, but only under special circumstance and left to the discretion of the SWCC Educational Foundation.
6. Student must make arrangements to pick up funds within 2 business days of approval notification.



# Student Emergency Fund Assistance Application

### Eligibility

- I am enrolled at least half-time (6 credit hours) at SWCC for the semester in which I am requesting funds  YES  NO
- I have already completed at least 6 credit hours at SWCC  YES  NO
- I have at least a 2.0 GPA and am considered in good standing  YES  NO

If you answered yes to ALL questions above, you are eligible to apply for assistance. Please print and complete the application below. Please keep in mind that incomplete applications will not be considered.

### Application Instructions:

- Complete Student Information and Student Financial Information sections of application
- Have (2) SWCC Faculty/Staff, SWCC Counselor, or other SWCC representative recommendations
- Attach documentation explaining circumstances. **\*Documentation must be attached to all requests**

Completed application may be submitted to the Educational Foundation office in KCC-- room 111 or scanned and emailed to [susan.lowe@sw.edu](mailto:susan.lowe@sw.edu) or [stacey.mcgee@sw.edu](mailto:stacey.mcgee@sw.edu).

### STUDENT INFORMATION

Name \_\_\_\_\_ SWCC Student ID# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ Phone:(home) \_\_\_\_\_ (cell) \_\_\_\_\_

SWCC Student Email \_\_\_\_\_ (Required for notification)

Are you a laid off coal miner? \_\_\_\_\_ If so, please list company name \_\_\_\_\_

County & State of company \_\_\_\_\_ Dates of employment \_\_\_\_\_  
*(You must submit verification of displacement with application)*

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

Living Expense     Tuition     Transportation  
 Medical Expenses     Books     Other \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

Briefly describe your unforeseen financial emergency or event, how it will affect your ability to attend SWCC and how these funds will help alleviate your circumstances. List specific funds needed (rent, utilities, medical, etc.) Attach additional pages if needed.

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All information on this application is complete, true, and correct and I am in need of these funds in order to continue my education at Southwest Virginia Community College.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Student Name: \_\_\_\_\_ SWCC ID#: \_\_\_\_\_

**STUDENT FINANCIAL INFORMATION**

To be completed by the applicant.

Are you currently employed? YES \_\_\_ NO \_\_\_ If so, monthly income: \$ \_\_\_\_\_ Employer Name: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Number of Dependents: \_\_\_\_\_

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

**ADDITIONAL REQUIREMENTS:**

The following 2 recommendations are required in order to process the application for funding:

- (1) Recommendation from an SWCC Financial Aid Advisor**
- (1) Recommendation from an SWCC Faculty Member, Counselor, or Staff Member**

It is the responsibility of the applicant to seek recommendations. Please have recommendations emailed to [susan.lowe@sw.edu](mailto:susan.lowe@sw.edu) or [stacey.mcgee@sw.edu](mailto:stacey.mcgee@sw.edu) within 3 days of application submission.

Please note: Applications for funding **WILL NOT** be processed without **BOTH** recommendations.

**Documentation of hardship must be attached to the application when submitted.** (ex. utility termination notification, expense quote from vendor or service provider, eviction notice, medical expense bill, pink slip, etc.)

**COMMITTEE USE ONLY**

Request approved for \$ \_\_\_\_\_

Request denied

Student notified \_\_\_\_\_ (date)

- \_\_\_ Funds not available
- \_\_\_ Incomplete application
- \_\_\_ Request not unforeseen or "catastrophic" in nature
- \_\_\_ Unsatisfactory academic performance
- \_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date