

Student Emergency Fund Criteria

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 (6 credit hours) or 1 non-credit course
- Have at least a 2.0 GPA and/or be in good standing
- Have already completed at least 6 credit hours at SWCC or 1 non-credit course (**course must not be a personal enrichment course/part of community class offerings**)
- Be able to provide sufficient documentation of financial hardship
- Complete the Single Stop application at: <https://app.singlestop.org/vccs/southwestvirginiacc>

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 must submit documentation of hardship along with application.

2. Student must turn in completed application and all documentation to the Student Success office located in the Buchanan Hall, room 150. (Application/documentation may also be scanned and emailed to shelly.musick@sw.edu or lisa.haywood@sw.edu).
3. The assistance application will be submitted for review. Every effort will be made to respond within 5 business days from the date it is receive.
4. Student will be notified via their SWCC student email of the 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 reviewer.
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 (6 credit hours) or 1 non-credit courses at SWCC for the semester in which I am requesting funds.	YES	NO
I have already completed at least 6 credit hours or 1 non-credit course (course must not be a personal enrichment course/part of community class offerings) at SWCC.	YES	NO
I have at least a 2.0 GPA and/or am considered in good standing.	YES	NO
Completed the Single Stop application at: https://app.singlestop.org/vccs/southwestviriniacc .	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.
- Attach documentation explaining circumstances, i.e. unpaid bill or invoice.

Completed application may be submitted to the Student Success office in Buchanan Hall-- room 150 or scanned and emailed to shelly.musick@sw.edu or lisa.haywood@sw.edu .

STUDENT INFORMATION

Name _____ SWCC Student ID# _____

Address _____ City _____ ST _____ Zip _____

County _____ Phone:(home) _____ (cell) _____

SWCC Student Email _____ (Required for notification)

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

Living Expense Tuition Transportation
 Medical Expenses Books Other _____

Amount Requested (can't exceed \$250) \$ _____

What emergency situation has occurred to initiate this request? _____

Is your attendance and/or performance in your courses dependent upon receiving this award? If so, how?

Please include how these funds will help alleviate your circumstances. List specific funds needed (rent, utilities, medical, etc.) Attach additional pages if needed.

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: _____	\$ _____
Total Expenses Per Month	\$ _____	Total Income Per Month	\$ _____

ADDITIONAL NOTES/REQUIREMENTS:

Financial Aid disbursements will be considered in the award process.

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.)

INTERNAL 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