



The Foundation for Mott Community College's *Student Emergency Fund*

Purpose

The purpose of the Foundation for Mott Community College's Student Emergency Fund is to award monetary assistance to MCC students who are experiencing an unforeseen crisis to cover expenses which impact a student's ability to stay in college and complete their education. The program is administered by a committee through the MCC Office of Student Services. The Student Emergency Fund is possible because of the support of the Foundation for Mott Community College and the College's employees.

Criteria

1. Provide statement explaining your emergency hardship.
2. Be an active full-time or part-time Mott Community College student.
3. Have not previously received a grant through the Mott Community College Student Emergency Fund.
4. What efforts have you made to obtain financing from other sources? Have you been successful? If so, please provide documentation.
5. Attached all documents with your application.

General Information

- Due to limited resources available, funds will be given on a one-time basis with a maximum of **\$500.00**.
- If granted, payment will be made directly to the vendor or creditor to which the student has a financial obligation.
- Confidentiality will be maintained at all times. The Student Emergency Fund Committee members will have access to the application.
- The Student Emergency Fund Committee will not consider any application until the required documentation is provided. Additional information/documentation beyond what is requested on the application may be requested in order for the decision to be rendered.
- The grant is intended to cover financial hardships due to the following emergencies, but not limited to:
 - Medical, dental or mental health emergency expenses.
 - Utility shut-off notices
 - Replacement costs of essential personal belongings as a result of fire, theft or natural disaster that are not covered by insurance.
 - Death of Immediate Family Member: (*Parent, Spouse, Sibling or Child Only*)
 - Accidents

Application Process

1. Student will submit a completed application to the Office of Student Services.
2. The Student Emergency Fund Committee will review the applications on an as-needed basis (i.e. as applications are received). Decisions will be made at the discretion/consensus of the committee.
3. Applicants may be asked to make a personal appearance with the Student Emergency Fund Committee.
4. The Student Emergency Fund Committee will review the fund balance and issue an award based on the fund availability as well as the amount requested.
5. A check will be written and issued directly to the vendor or creditor to which the student has a financial obligation.
6. All supporting documentation must be attached to the application to substantiate the need for the grant approval. Funds which have been requested or used from other sources must be listed.



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I. Student Information

Name		Student ID	Date of Birth
Address			
City	Zip Code	Phone Number	Alt. Phone

- Are you currently enrolled at Mott Community College? Yes No
- Have you ever applied for the Student Emergency Fund prior to today? Yes No
- If so, when and for what? _____
- Is it okay to leave a voice message on your phone? Yes No
- Would you like to speak to a Counselor regarding your situation? Yes No

2. Explanation for Hardship

Please give **DETAILED** answers to the following questions, and attach additional sheets if necessary. Student Services may contact you for further information.

1. Describe your financial hardship and the expenses related to it:



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2. How much are you requesting, please provide a specific amount (*maximum of \$500.00*). _____
3. Have you applied for assistance at other agencies or organization? Yes No
If so, please list _____
4. Have you received any financial help to date? Yes No
If so, please list _____

5. Attach Documentation

Submit this completed application, including the following supporting documentation:

- **Copy of most recent payroll earnings statements, showing pay period, income, and deductions.**
- **Copies of bills related to the emergency that resulted in the financial hardship.**

<input type="checkbox"/> Utilities (<i>Provide shut-off notice</i>)	<input type="checkbox"/> Medical (<i>Provide letter from Physician on his/her letterhead stating medical emergency and bill</i>).
<input type="checkbox"/> Rent (<i>Provide letter from current Landlord along with overdue statement</i>)	<input type="checkbox"/> Death of Immediate Family Member (Parent, Spouse, Sibling or Child ONLY). (<i>Provide obituary or funeral notice</i>)
<input type="checkbox"/> Replacement Cost (<i>Will be recovered by receipt up to \$500.00</i>)	

I certify that the information provided on this application, along with all supporting documentation, is complete and accurate and that my financial hardship is genuine. I understand that my application will not be considered for financial assistance if it is found to contain misleading information. If I am awarded these emergency funds, I give permission to Mott Community College to provide my social security number for the Foundation for Mott Community College for tax reporting purposes.

Student Signature

Date

:mt The Foundation for Mott Community College – Student Emergency Fund Application 30-Mar-17 – Revised 19-May-17

