



# Student Emergency Assistance Grant Application

*For unexpected expenses*

## The Program

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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

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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.
- Student 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).
- 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

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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](mailto:foundation@chattahoocheetech.edu). Incomplete applications will not be evaluated.**

## Payments

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If approved for funding, payment will be made directly to the vendor.

## Obligations

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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

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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](mailto:Foundation@chattahoocheetech.edu).

Questions? Call 770-528-5827

**Do not return this instruction page with your application.**



## EMERGENCY FUND APPLICATION FORM

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) \_\_\_\_\_

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) \_\_\_\_\_

**Communication**

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

\_\_\_\_\_

## Brief Letter or Essay

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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?

<b>Application Checklist</b>	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
<b>Certification</b> <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 _____