Guttman Community College
Carroll and Milton Petrie Student Emergency Fund
Application Form

Guttman Community College will use the Carroll and Milton Petrie Student Emergency Fund to help any currently enrolled student who is facing an urgent and/or emergency financial challenge or emergency that is putting his/her academic success in jeopardy. No repayment is required. All students must file applications through the Single Stop Office (room 020 or 021).

There are two tiers of awards:

**Tier 1:** Up to $65.00. Students must complete parts 1, 2, and 4 of this application form and work with the Single Stop Office to receive what they need.

**Tier 2:** For funding that requires an award more than $65.00, students must fill out the entirety of the application below (parts 1, 2, 3, 4) and work with the Single Stop Office to schedule an interview with the Committee.

**PART 1: CONTACT AND OTHER INFORMATION (For both Tier 1 and Tier 2 grants)**

Student’s Name: _________________________________________________________

GCC email address: ___________________________ Home or cell phone #: _______________

CUNYfirst EMPL ID#: _______________________ Grant amount requested: ____________

FAFSA form filed (please circle): ___ Yes ___No Year you entered Guttman: _______

Who helped you with this application? __________________________________

**PART TWO: DETERMINATION OF NEED (For both Tier 1 and Tier 2 grants)**

Check one or more of the following reasons why you are applying for the emergency grant.

- Transportation expenses to and from school, field placement, or internship location
- Funds to purchase required textbooks or online classroom resources for classes
- Temporary dental/medical/mental health testing or bill payment (if student does not have insurance)
- Homelessness due to temporary loss of housing
- Vision care and eyeglass expenses (if student does not have insurance)
- Childcare expenses (on a temporary basis) that are urgent
- Replacement of school-related possessions due to fire or theft
- Payment for legal or other expenses due to being a victim of domestic or sexual violence
- Student is in rent arrears or has received an eviction notice
- Student is an expectant parent and needs urgent medical care in order to stay in school
- Clothing expenses necessary for school, internship, or employment opportunities
- Expenses related to a death in the student’s family
- Expenses related to an internship (for example, fingerprinting)
- Other (please give a short explanation of your emergency below)

All students must read and sign the Applicant Agreement form when they pick up their grant. For Tier One grants, students can sign and date their application here, but turn over for Part Four.

Student Signature: ___________________________ Date: ___________________________
PART THREE: SUPPLEMENTARY DOCUMENTATION FOR TIER 2 GRANTS ONLY

Statement of Need: Write and attach a brief statement to explain your emergency and describe how you will use the funds. In your statement, itemize each cost and provide a total of the amount you are requesting. Check all appropriate boxes below to detail the documentation you want to submit:

- Letter from landlord or management company
- Book publication information (from syllabus or website)
- Medical bill or invoice (or other form of documentation from care provider)
- Note from parent confirming need (if student lives at home)
- Police report
- Any other form of documentation the student thinks will help to support his/her application (Specify)

If relevant, include in your statement information about what other GCC or external sources you have approached for assistance. If the members of the Committee have additional questions, you will be contacted and, perhaps, asked to meet with the Committee or provide supplemental information.

Student Signature: _____________________________ Date: _________________________

Note: The Committee will meet promptly (within 5 business days) when an application is submitted. Students will be required to submit receipts and a follow-up document after receiving Tier 2 funding.

All students must read and sign the Applicant Agreement form when they pick up their grant.

PART FOUR: EXPLANATION OF HOW STUDENT SPENT ANY REFUNDS FROM TAP & PELL AND OTHER SOURCES

Write a list of the refunds you have received so far from your financial aid package(s) and indicate how you have spent them. If you know when you might expect payments, please indicate that as well.