JTCC Student Emergency Fund
Guidelines and Procedures

**Purpose:** Emergency Fund Grant Request

**Policy:** To provide John Tyler students with funds within set parameters; and to determine eligibility of applicants, as specified in the aforementioned prerequisites.

**Procedures:** To request an emergency grant, a JTCC student must be in a state of emergency as defined in this document and meet the following criteria and procedures.

1. An emergency is defined as a sudden, unexpected occurrence demanding immediate action and attention of the student. There are several factors, which may be out of the individual’s control that would make them applicable.

2. Any student, part or full time, may apply for funds.

3. Applicants may request up to $500 per year. The year is defined as 365 calendar days from the date of the grant’s issue.

4. Funds will not be given to the student directly; rather they will be issued to the vendor (i.e. landlord, utility company, etc.)

5. All emergency grants will be reviewed by the Student Emergency Fund Committee. They will be awarded provided the funds are available, and the need is within the Committee’s discretion.

6. Upon receiving the grant, the student is under no obligation to make restitution or repay the grant.

7. The Student Emergency Fund Committee will review applications and notify the applicant of the decision within five days of receipt of a completed application.
JTCC Student Emergency Fund Application

Please print document, complete legibly in ink, and sign at bottom

Mail to,
John Tyler Community College
800 Charter Colony Parkway
Midlothian, VA  23114
Attention: Dean of Students, B213

Bring in person to, By email to, By fax to,
Midlothian Campus,
skirland@jtcc.edu
Administrative Building, Room
B213 804-594-1567
Attention: Dean of Students, B213

1. Student Name: ___________________________________________________________
   EMPLID: ____________________ VCCS E-mail: ________________________________
   Street Address: __________________________________________________________
   City/State/Zip Code: ________________________________
   Telephone Number: ______________________________________________________

2. Please describe in detail why you need an emergency grant. When possible, include dates. Please use the back of this form or additional paper if necessary.
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

3. How much assistance are you requesting? $ _________________________________
   Please provide a copy of the bill and/or any related documentation pertaining to your request.*

4. Please provide the name of a JTCC faculty or staff member who understands the nature of your request: __________________________________________________________

Student Signature: ___________________________ Date: _______________________

*Emergencies such as termination of employment or in cases when authorities may have been involved, please provide a termination of employment letter, police report and/or a death record or obituary as proof of your emergency. The committee may also request additional documentation supporting these or other emergencies.