



# STUDENT EMERGENCY FUND

## REQUEST FORM

Form must be completed by the student who is in need or by a faculty/staff member of Pennsylvania Highlands Community College. Forms need to be completely filled out for consideration. See the following page for full procedure details.

Student Name

Date

Employee Name (if referred)

Student ID#

Describe the nature of the emergency and how it directly impacts the student's ability to attend class or function as a student, as well as the nature of request for assistance. Include the dollar amount requested.

Please Check Student type:

- PT    ACE  
 FT    Associate in HS

Have other funding options been investigated and accessed?

- Yes  
 No

Has the student been an active participant in trying to resolve issues and problems as they relate to this particular emergency?

- Yes  
 No

Vendor Name

Vendor Address

Please submit your completed form to Carole VanMeter at the Richland Campus President's Office or via email to [cvanmeter@pennhighlands.edu](mailto:cvanmeter@pennhighlands.edu).



# Student Emergency Fund Procedure

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Pennsylvania Highlands Community College Foundation has established a special fund, called the "Student Emergency Fund". Financial support for this fund has come from internal and external donations to the Annual Giving Campaign. The Pennsylvania Highlands Community College Foundation made an initial one-time deposit to this account of \$2,000.

## **Emergency Fund**

The maximum amount of assistance is \$200 per student per fiscal year. Additional funds may be allocated and approved in an extreme circumstance.

A minimum fund balance of \$1,000 must be maintained in the account at all times.

Payments from the emergency fund will be made directly to the provider of the service needed. Under no circumstances will funds be given directly to the student, faculty, or staff.

## **Student Eligibility**

To be eligible to receive emergency funds a student must:

- Be a full-time, part-time, ACE, or Associate in High School Penn Highlands Student.

## **How to request funds**

Funds can be requested by a student or by any employee at The College. This form should be sent to the Foundation Director.

The request must demonstrate:

- That a true emergency has occurred and will directly impact the student's ability to attend classes or function as a student.
- That other funding options have been investigated and accessed.
- That the recipient has been an active participant in trying to resolve issues and problems as they relate to this emergency.

All requests will be reviewed by the Foundation Director and Penn Highlands employees who are familiar with the student and the nature of the emergency. The director will try to the best of their abilities to award the funds within 24-48 hours of the emergency. The Foundation Director will follow up with the student or staff member involved after the funds have been disbursed to track success and graduation rates with this Foundation initiative.