PCC Foundation General Emergency Grant Guidelines:

The PCC Foundation receives funds from donors to support students with various emergency needs while attending college. These funds are available to students but typically have restrictions that depend on the specific fund.

Below are the general guidelines for accessing Foundation emergency funds by PCC students. Specific restrictions would need to be addressed by affinity fund:

- **Guidelines/Criteria:**
  - Must be a current PCC student that is attending for credit classes in the term of the request
  - Multiple requests may be made with a maximum amount available, per fund of $599.
    - Students who receive College or ASPCC emergency grants/Bursar loans are still eligible for Foundation emergency support
  - Request must be for acute/one-time, emergency need to assist with college persistence.
  - Request should generally not pay for tuition, fees or books as other funds should be leveraged for this need such as scholarship funds. Exceptions are made for paying prior balances that are preventing a student from enrolling.

- **Authorization**:
  - Requestor must obtain approval from manager with budget authority for department making request.

- **Application of Funds:**
  - All requests must be received by Thursday at 3pm to be processed the following week.
  - Requests typically take about 2 weeks, 1 week for Foundation approval and 1 week for processing by the College business office.
  - Requests are subject to reductions for outstanding tuition due. If a student has tuition due the College business office will reduce the emergency request by that amount prior to sending cash to the student.

Emergency Grant Eligibility and Application Checklist:

Before completing an emergency request, please review the questions below to confirm the student's eligibility.

☐   This student is currently enrolled.

☐   This student has not received the max amount of emergency funds of $599 from the fund you are requesting in this fiscal year.

If the student has received emergency funds from this fund, please note the date and amount of those funds:

_____

- The Foundation can only grant up to $599 from a single Foundation fund to each student in a fiscal year. This should be something the fund admin is tracking by student, date received, and amount received.
- If there is a balance on the students account, the amount of the egrant will go toward that balance and any remainder can be refunded.
- The Foundation cannot apply emergency funds for release on student accounts with balances in collections.

When submitting an application, please include the following:

☐   Student Emergency Application

☐   Signed Disbursement Form

☐   Invoice or Other Verification of Need (*for Overcoming Barriers, a letter will not be sufficient*)

☐   Verification of Current Enrollment

Student Emergency Application:

Student Referred for Assistance By (Faculty/Staff): _____

Student Name: _____   G Number: _____

PCC Email: _____   Phone #: _____

Term/Year: _____   Amount Requested: _____

Briefly describe the reason for your request and how it is impacting your ability to attend

PCC:

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By signing I certify that this application is true and complete to the best of my knowledge.

Student Signature: _____   Date: _____

DISBURSEMENT REQUEST FORM

An invoice or backup for the payment request must be added as the second page of this form to be considered complete.

The form will be returned to you for completion if all fields are not complete.

AMOUNT: _____   INVOICE NUMBER: _____   INVOICE DATE: _____

FUND NUMBER AND NAME: _____

VENDOR NAME: _____

- If this is a student, please include their G Number

VENDOR ADDRESS: _____

REASON FOR REQUEST:

- include web address if requesting credit card payment

REQUESTED BY: _____

DEPARTMENT DEAN NAME: _____

DEPARTMENT DEAN APPROVAL: _____   DATE: _____

- This can be a physical or digital signature, or the Dean can be CC'd on the email sent.

ATTACH INVOICE OR BACKUP FOR REQUEST AS THE NEXT PAGE OR AS SEPARATE ATTACHMENT.

ONCE COMPLETE SEND TO FOUNDATIONBILLING@PCC.EDU.

If you have questions, please email foundationbilling@pcc.edu and someone will get back to you.