

New College Emergency Fund Application

New College of Florida offers students in emergency and crisis situations with emergency funding options. When a student decides to apply for funding, the student will first meet with the Case Manager or another member of the New College Emergency Fund Committee. After the initial meeting and the student submits their application, the New College Emergency Fund Committee will meet to review and determine the amount of funding, if approved. After the committee meeting, the student will be notified in an in-person meeting. Based on the student's self-disclosed financial crisis, the Case Manager or another appropriate member of the Student Support Team and/or New College Emergency Fund Committee will guide the student through the process as well as the emergency or crisis situation. Requests for emergency assistance are considered on the basis of what is recognized as an emergency by the committee. As such, the New College Emergency Fund Committee considers each request separately. The fund is sustained by monetary contributions.

Eligibility Criteria

The criteria for students applying to the New College Emergency Fund include:

- Be an actively enrolled New College of Florida student
- Be able to demonstrate an urgent financial need (Supporting documentation will be required.
- Appropriate documentation includes eviction/foreclosure notice, utility cut-off notice, medical bill, etc. and all must be submitted with application
- Must have exhausted all sources of financial assistance and aid

Expenses Covered

Emergency Fund: Requests for emergency assistance will be considered on the basis of what is recognized as an emergency, in the following categories:

1. Food: when the food pantry is not an option because of closure, the student has expended their food allotment, or is in greater need (i.e., supporting a family.)
2. Shelter: this includes possible eviction from present housing; in extreme cases, rent assistance on housing when legitimately unable to make payment on own; to aid in case of disaster.
3. Utilities: to prevent utilities from being disconnected during an emergency situation. (Phone bills are not considered a utility.)
4. Transportation: to aid in costly repairs only when car is necessary to continue employment; aid not to include car payments, insurance premiums, taxes or normal maintenance and repair charges.
5. Deaths: to aid in travel expenses surrounding the death of immediate family (spouse, mother, father, child, legal guardian, mother-in-law, father-in-law, brother, sister.)
6. Medical: to aid student in a recent medical emergency not reimbursable by insurance or where insurance coverage does not apply. Routine preventative health expenses are not eligible.
7. Other: pending approval, must provide explanation.

*These are general guidelines and each request will be reviewed by the Committee.

All Requests

- Applicants may be required to submit additional supporting documentation as deemed necessary by the Committee to receive final approval of request.

- All funds awarded will be disbursed to student account or third party vendor pending committee decision. Receipts may be required from vendor if paid directly to vendor.

Necessary Documentation

Students are required to provide proof of financial hardship such as bank statements, bills, shelter documentation, and/or legal notices providing evidence of their financial emergency.

Additionally, each student's financial records will be reviewed.

Procedure

After an initial meeting with the Case Manager or another member of the New College Emergency Fund Committee, the student will complete the application form and supply necessary additional documentation.

Disbursement Method

If approved, it is anticipated that funding will be provided within seven to ten business days of committee review. Some exceptions may apply.

General Guidelines

- The New College Emergency Fund is not intended to be a means of ongoing regular support, but is for emergencies only. Assistance for emergencies will be limited to once per academic semester.

- The maximum amount available per student or family unit for the New College Emergency Fund is not to exceed \$2500 per degree. Preference will be given to first time applicants.
- A student must be actively enrolled to be eligible to receive funding.

Exceptions to these guidelines will be considered by the Committee on a case by case basis.

Special thanks to Florida Gulf Coast University for assistance on these guidelines and application process.

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- The student must meet with the Case Manager or appropriate designee in order to begin the application process.
- The online form must be filled out completely and in detail according to the type of funding being requested.
- After the completed application has been received, it will be considered by the New College Emergency Fund Committee. If necessary, the student may be contacted for further information. The New College of Florida Financial Aid office may be contacted to obtain additional financial information concerning the student.
- A meeting will be scheduled with the Case Manager or appropriate designee after the Committee reviews the application. Regardless of whether or not funding is provided, all students will be expected to attend this meeting.
- Please note there are no appeals procedures for emergency funds.

Background Information

I have read and understand the guidelines and application process above. I understand that the committee may be in contact with others, including other College offices, in order to coordinate care associated with this process.

Student Information

This section must be filled out completely.

Name


ID Number

Cell Phone Number

Questions

- Have you received Emergency Fund assistance before? (yes/no)
- If yes, please list date(s) and amount(s).
- Did you complete the FAFSA? (yes/no)
- Do you have any outstanding financial aid that has not been utilized? (yes/no)
- If so, how much?
- Dates of enrollment at New College of Florida
- Anticipated Graduation Date
- Are you a Deferred Action for Childhood Arrivals (DACA), undocumented student, or previously
- in foster care? (yes/no)
- If yes, please specify.
- Area of Concentration:

- Current number of courses on contract:
- Marital Status: (single, never married; Married or domestic partnership; Widowed; Divorced; Separated)
- Do you have any dependents? (yes/no)
- Employer/Hours working per week
- Bills/Debts Past Due (Account Name/Creditor/Due Date/Balance/Amount Overdue)
- Please describe your current efforts at attaining funding and resources
- Current funds available to meet immediate financial needs. Please list dollar amount.
- Anticipated income (i.e., next 30 days)
- How can you get help from parents, family, friends, or others? Explain here.
- Do you receive VA benefits? (yes/no)
- If yes, please list how much.
- How were you referred to apply for the New College Emergency Fund?
- Amount of emergency funding requested:
- Please provide a detailed written statement of need and what difference the emergency funding would make to you. (Feel free to include any details regarding your particular situation, financial hardship or obstacles that you have had to overcome in the pursuit of your academic endeavors. This will be the statement the committee will review when making a decision.

I certify that all of the information above is to the best of my knowledge and believe true, correct, and complete. 

Supporting Documentation

Please attach all supporting documents at this time, you will not be able to return to this form to attach additional documents at a future date. Please submit documentation in .pdf, .doc, .jpeg, or other College accessible format. Documents that cannot be opened by the committee will not be considered.

Your application will be decided based on the clarity and completeness of your personal statement and supporting documentation. Be sure to attach documentation to support all parts of your request for emergency funds. Be aware that claims made in the personal statement section that are not supported by documentation will not be approved. You may also wish to ask faculty or staff members who have information about this situation to write a statement of support which you can attach here or ask them to send directly to the Case Manager or designee for consideration.

For death of an immediate family member circumstances: please include a copy of the signed death certificate as well as a funeral program or obituary listing you as a surviving relative or other documentation showing your familial connection to the deceased. Please be aware that while New College of Florida recognizes there is no universal definition of family, federal regulations limit immediate family to a parent, spouse, sibling or child for financial purposes.

For financial circumstances: You must provide documentation which shows that you have experienced an unexpected change in your financial circumstances outside your control. This may include evidence of you or an immediate family member who was financially supporting you losing a primary job; evidence of large, unanticipated medical expenses; or a documented change in family status that has reduced your anticipated financial support. Please note that voluntarily leaving a job, being fired for cause, choosing not to use financial resources available

to you, or irresponsible spending are not considered by the committee. You must also provide evidence that you have explored and/or exhausted your financial aid resources as choosing not to accept financial aid for which you are eligible may not be considered by the committee.

For illness or injury circumstances: You must include documentation from a licensed medical or mental health provider. Documentation must include information about the medical or psychological condition that is causing the need for emergency funding. Letters from providers that only ask that time away be authorized or absences be excused without providing additional detail will not be accepted. All medical documentation will be verified with the issuing provider.

If there is documentation that must be mailed, faxed, or e-mailed directly to the institution, please use the contact information below:

Case Manager/New College Emergency Fund Committee

Office of the Dean of Student Affairs

5800 Bay Shore Road

Sarasota, FL 34243-2109

Fax: 941-487-4517

Email: rrodarte@ncf.edu

New College Emergency Fund Committee