



LaGuardia Community College Foundation
 31-10 Thomson Avenue, E508
 Long Island City, N.Y. 11101
 www.laguardia.edu
 (718) 482-5010



What expenses are covered?

The Student Emergency Fund can help you with support for textbooks, transportation assistance or other unexpected emergencies. Students may only receive support from this fund once an academic year.

Who is eligible?

If you are a full-time student enrolled at LaGuardia Community College with a cumulative GPA of 2.0 or greater you are eligible. *Exemptions only for 45+ credit students and students with pending candidacy.*

How do I Apply?

You can show the need for emergency support by filling out the attached Emergency Fund Request form and providing the support documents listed below. Bring all documents to Diana Hernandez in the Foundation Office, room E511 , or drop them off at the reception area in room E508 between 9:00 am and 5:00 pm. If you cannot make it during those hours, please call and we can arrange something for you.

Please provide the following documents:	SUPPORTING DOCUMENTS	WHERE CAN I FIND IT?
	<input type="checkbox"/> Unofficial transcript showing GPA to date	CUNYFirst
If you are applying for Textbook Assistance, we also need:	<input type="checkbox"/> Syllabus for each class you are requesting textbook assistance for <input type="checkbox"/> Cost of book for both new and used	Blackboard or from the professor Barnes and Noble Bookstore in MB05
We also ask that all students apply for a Foundation Scholarship:	<input type="checkbox"/> Complete and submit Foundation Scholarship application <i>The Emergency Fund is limited in the amounts of funds it can disburse to each student, however we encourage you to apply for a Foundation Scholarship for even more assistance.</i>	www.laguardia.edu/scholarships

When will I know if I received support?

You should hear back from us within one week from the time you submit your paperwork in full.

How will I receive the funds?

While we know that there are other financial needs in your life, we unfortunately can only assist with textbooks, transportation and other emergency costs. Funds will not be directly dispersed to you. Textbook recipients will receive a voucher, which can be taken directly to the bookstore in MB05 in exchange for a payment for the books you need. MetroCards will be picked up from the Bursar's office in C110.

Is there anything else that I need to do?

Many generous donors contributed to this fund to help you. We ask that you write a short thank you note after you have received confirmation of your award, and email it to Diana Hernandez at dhernandez@lagcc.cuny.edu

LaGuardia Community College Foundation Emergency Fund Request Form

STEP 1

PLEASE FILL OUT THIS FORM:

Name: _____ Address: _____

City: _____ State _____ Zip _____

Date of Birth: _____ EmplID: _____ Email: _____

Cell Phone #: _____ Home Phone #: _____

Semester/Year Funding Needed: _____ Amount Requested: \$ _____

Type of Assistance You Are Requesting: Transportation Textbook Other

Other Foundation Scholarships Received: _____

STEP 2

WRITTEN STATEMENT: Continue to the next page for your written statement



STEP 3

SUPPORTING MATERIALS: Please provide all of the following: Unofficial transcript Syllabus Cost of Textbook

STEP 4

SIGNATURE: By signing this form I attest that the information I have provided in making this request is factual. I also will make every effort to utilize any support granted to me to successfully complete my course work this semester.

Student Signature _____ Date _____

DEVELOPMENT DEPARTMENT USE ONLY

Referred by: _____ Department: _____ Date: _____

Reviewed by: _____

Action Taken: Denied Approved

MetroCard _____ Textbook Approved \$ _____ Other _____ Total \$ _____

Comments/Reason for Denial: _____

Reviewer's Signature: _____ Date: _____

LaGuardia Community College Foundation Emergency Fund Request Form, cont.

Student's Name:

Empl ID:

WRITTEN STATEMENT We want to hear your story as to why you're seeking assistance. Be sure to include:

- What type of assistance you are seeking
- Why you are in need of assistance (feel free to share as much or as little as you would like)
- How receiving financial assistance will help you to complete the semester

Student's Signature:

Date Completed: