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:

<table>
<thead>
<tr>
<th>SUPPORTING DOCUMENTS</th>
<th>WHERE CAN I FIND IT?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Unofficial transcript showing GPA to date</td>
<td>CUNYFirst</td>
</tr>
<tr>
<td>□ Syllabus for each class you are requesting textbook assistance for</td>
<td>Blackboard or from the professor</td>
</tr>
<tr>
<td>□ Cost of book for both new and used</td>
<td>Barnes and Noble Bookstore in MB05</td>
</tr>
</tbody>
</table>

If you are applying for Textbook Assistance, we also need:

<table>
<thead>
<tr>
<th>SUPPORTING DOCUMENTS</th>
<th>WHERE CAN I FIND IT?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Complete and submit Foundation Scholarship application</td>
<td><a href="http://www.laguardia.edu/scholarships">www.laguardia.edu/scholarships</a></td>
</tr>
</tbody>
</table>

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.

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 dherandez@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:

8-10-2016