

Scott Community College Foundation Student Emergency Assistance Grant Policy

Purpose

The Scott Community College Foundation Student Emergency Assistance Grant Program provides short-term financial support to eligible students experiencing an unforeseen emergency or financial hardship that may jeopardize their ability to continue their education.

Eligibility

1. Be credit seeking Scott Community College (SCC) student, actively taking class, during the semester toward a degree, diploma, or certificate.
2. Be in good academic standing or have active satisfactory academic progress (SAP) with SCC.
3. Have not previously received assistance through the Student Emergency Assistance Grant Program.

One-Time Assistance Limitation

Students are eligible to receive emergency assistance only once during their lifetime with SCC, regardless of the amount awarded.

Award Amounts

- Eligible students may receive a one-time grant of up to \$500, subject to available funding.
- Grant awards are contingent upon donor support and available resources.
- Submission of an application does not guarantee approval or funding.
- Requests may be denied due to lack of available funding, timing considerations, ineligible expenses, incomplete documentation, or unverifiable information.

Documentation Requirements

Applicants must provide documentation supporting the financial assistance request. Acceptable documentation may include:

- Estimates
- Billing statements or invoices
- Eviction notices
- Utility shut-off notices
- Lease or rent payment notice

- Written letters from lenders, service providers, or other payees

The Scott Community College Foundation reserves the right to request additional documentation, verify all information submitted, contact payees to verify obligations, and deny any application when information cannot be verified or does not meet program requirements.

Application Completion and File Retention

Applications will be maintained on file for 30 calendar days from the date of submission.

Applicants are responsible for completing all required steps, including:

- Providing all required supporting documentation;
- Responding to requests for additional information or verification;
- Maintaining communication with the Foundation Office regarding the status of the application and any requests for additional information;
- Submitting any required thank-you letter; and
- Completing any other requirements necessary to process the request.

If all required materials and communications are not received within 30 days of the initial application submission, the application will be considered inactive and closed. Students seeking assistance after closure must submit a new application and supporting documentation. Submission of a new application does not guarantee funding or approval.

Payment of Funds

- Support will be provided as a one-time grant that does not require repayment.
- Payments will be issued directly to approved vendors, service providers, landlords, property management companies, utility companies, or other approved third-party payees.
- Under no circumstances will checks be issued to students
- Under no circumstances will checks be issued for housing deposits.

Recipient Stewardship Requirement

Students receiving emergency assistance are required to submit a written thank-you statement describing their circumstances, the impact of the grant, and how the support helped them continue pursuing their educational goals. Recipient stories may be shared with Foundation donors and supporters. The student may choose to withhold their personal information.

Adoption and Signatures

Board President: Thomas E. Hess Date: 08/28/26
Director: K. J. Schep Date: 8/28/24

