

West Virginia Northern Community College Foundation

WVNCC Emergency Assistance Fund

Fund Guidelines

The WVNCC Foundation Emergency Grant Fund is for students who have an unforeseen financial emergency, which would otherwise prevent them from continuing to attend West Virginia Northern Community College. These funds are not designed to be a consistent supplement to a student's education funding sources or to sustain students between refund checks. The requests must be urgent in nature. **Please note, this is NOT Financial Aid, is NOT guaranteed and is NOT an entitlement.**

ELIGIBILITY

- 1) A WVNCC student who has completed at least one semester and is currently registered for at least 6 credits and is in good academic standing;
- 2) The student must demonstrate current financial need as determined by the committee and provide documentation of situation. A student's application for federal aid may be considered, but will not be the only factor considered;
- 3) The student must obtain a referral letter from a WVNCC faculty member, financial aid and/or counselor.
- 4) The student is making academic progress as determined by the Financial Aid and Registrar's Office;
- 5) Students receiving funding must sign a commitment of confidentiality form.

SELECTION CRITERIA

- 1) Awards will be determined by the WVNCC Foundation Emergency Assistance Fund Committee.

APPLICATION PROCESS

- 1) A completed application form along with professional documentation, if applicable, and at least one (1) WVNCC reference letter (faculty, financial aid, counselor);
- 2) A letter from the student outlining their hardship and request.

COMMITTEE

The Emergency Assistance Fund Committee shall consist of a WVNCC employee and a foundation board member along with the Executive Director of the WVNCC Foundation who shall serve as the committee chair. A committee may convene and make recommendations when at least two members of the committee are available. Meetings may take place in person, by conference call or by email communication.

SELECTION PROCESS

The WVNCC Foundation Emergency Assistance Fund Committee shall review each application and make a recommendation accordingly. Due to the need for a quick turn around with these funds, the chair of the committee, or his/her designee, has the authority to grant these funding requests immediately following consensus of the committee. Once applications have been received, the committee will attempt to make their decision in three days. The Executive Director or Foundation staff member will conduct final execution of the expenditures.

The WVNCC Foundation Executive Director will keep documentation of all applications received, students' letters and committee decision forms, along with a list of awards and denials.

AWARD

The maximum assistance amount per student is \$500 per academic year and shall not be awarded to the same student in consecutive semesters, unless dire circumstances are warranted. There is a lifetime maximum of \$1,000 per student. Maximum expenditures from this fund are \$10,000 per year. The committee has the authority to lend from and expect repayment back into this fund if the student is in need of funds until they receive a refund.