CSN Student Emergency Fund Application Checklist

Please use this checklist as a guide for submitting a thorough application. After you submit your application, please monitor your CSN student email frequently for updates regarding your application.

☐ PERSONAL STATEMENT – Address ALL four topics in your written explanation

☐ Explain your financial emergency in detail (e.g., what happened)

☐ Explain what you need to use the money for specifically
  o (Examples: emergency room bill, unexpected car repair, emergency housing, past due rent or utility/power bill, emergency travel)

☐ Explain the nature of your financial hardship
  o (Examples: loss of job; reduction in income/work hours; limited income)

☐ Explain how your financial emergency is impacting your college education
  o (Examples: taking in person classes and need reliable transportation to travel to campus; taking online classes and need power to charge devices/have lighting)

☐ SUPPORTING DOCUMENTATION – Upload a minimum of one document FROM EACH CATEGORY BELOW. You may upload a maximum of five attachments to your application.

IMPORTANT: We do not automatically award the maximum amount you requested; rather, we determine the award based on the acceptable documentation you provided from Category I (for approved applications.)

CATEGORY 1

☐ Upload a minimum of one document displaying expense(s): **what you need the money for specifically:**

  o Needs to include your name and relate to the information you provided in your personal statement

  o Examples of acceptable documentation:
    ▪ Invoices
    ▪ Cost estimates
    ▪ Past due utility bill statements (e.g., power bill)
    ▪ Receipts
    ▪ Debit/credit card statements (highlight specific charges related to the expenses included in your personal statement)

CATEGORY 2

☐ Upload a minimum of one document that supports your financial hardship:

  o Examples of acceptable documentation:
    ▪ Employment Termination Notice
    ▪ Unemployment Letter
    ▪ Paystubs showing change in income (i.e., reduction of work hours)

If the documents from the above categories are not in the student's name, a statement explaining the relationship and proof will be required, such as birth certificate, driver’s license, marriage license, etc.