

STUDENT EMERGENCY AID	
Guidelines for Students	



The Emergency Aid Program is designed to support students' persistence toward degree completion by removing **unforeseen financial obstacles** from their path.

The Vice President of Student Services and Enrollment Management is the primary contact for students requesting emergency aid. **Students who were previously awarded the lifetime maximum (\$500.00) are not eligible for the Emergency Aid Program**

STEP 1: Students requesting emergency aid are processed through HCC's current system with a meeting with the Vice President of Student Services and Enrollment Management to determine if the emergency aid request is valid (See attached application).

STEP 2: Once the student's request is assessed as valid under ECMC's guidelines, the student is guided to the portal link and assisted by the Financial Aid Staff.

STEP 3: The Director of Financial Aid will review the valid request and ensure that the supporting documentation is present.

STEP 4: The Director of Financial Aid will forward the information to the HCC Foundation to request a check in the name of the agency or service to which the student has a need for payment.

The Emergency Aid checks are written directly to the agency or service, not the student.

STEP 5: The Director of Financial Aid provides a copy of the portal authorization as a record of the request for the HCC Foundation. **The student receives funds within two business days.**

STUDENT EMERGENCY FUND - ELIGIBILITY

- Any Halifax Community College student who is Part-time or Full-time enrolled in an Associate, Diploma or Certificate Program of Study at the time of the request.
- Must complete an **online application** provided by ECMC.
- Must have supporting documentation of the **Unforeseen Financial Need** (i.e., required uninsured medical treatment, automotive repair estimate, documented notice of unexpected change in housing or utilities expense) and **upload** it into the *Project Success* Web portal.

Expenses which may be covered by Emergency Aid	Expenses NOT Covered by Emergency Aid
Unforeseen Utilities (the amount of the bill has increased more than normal)	Fines, tuition, books, supplies, required tools/equipment, etc.
Unforeseen Housing /Rent (the amount of the bill has increased more than normal)	Prior balances owed to the college
Unforeseen Medical/Dental	Bills that are regularly paid for the same amount each month (rent,
Unforeseen Vehicle/Transportation	Car payments
Unforeseen Childcare (the amount of the bill has increased more than normal)	Cell Phone Bills

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