



Required Documentation List/Examples

Emergency Need Requests Required Documentation

Tuition and student fees

- ☐ Written request from student
- ☐ Completed Acceptance Form
- ☐ Complete Self-Report Form
- ☐ Copy of bill from C-GCC's bursar's office

Books

- ☐ Written request from student
- ☐ Completed Acceptance Form
- ☐ Completed Self-Report Form
- ☐ Instructor's name
- ☐ Course name and number
- ☐ ISBN#
- ☐ Title, author, and edition
- ☐ Cost

Daycare – Licensed daycares only

- ☐ Written request from student
- ☐ Completed Acceptance Form
- ☐ Completed Self-Report Form
- ☐ Name of daycare
- ☐ Invoice
- ☐ W-9 Form from vendor
- ☐ Permission to speak to the director of the daycare

Housing expenses, (i.e., rent, mortgage payment)

- ☐ Written request from student
- ☐ Completed Acceptance Form
- ☐ Completed Self-Report Form
- ☐ Copy of the lease or mortgage statement
- ☐ Permission to speak with the landlord or the mortgage company
- ☐ W9 from the landlord



Essential utilities (e.g., electric, gas, water)

- ☐ Written request from student
- ☐ Completed Acceptance Form
- ☐ Completed Self-Report Form
- ☐ Copy of the utility bill
- ☐ Permission to speak with a representative of the utility company if necessary
- ☐ W9

Medical, vision, and dental treatment/medication/prescriptions when the student does not have the ability to pay, and the costs cannot be covered by insurance.

- ☐ Written request from student
- ☐ Completed Acceptance Form
- ☐ Completed Self-Report Form
- ☐ Copy of the medical bill or documentation of the cost of the prescription
- ☐ Permission to speak to the appropriate person at the healthcare facility
- ☐ W9

Emergency temporary lodging (if student is homeless or in an unsafe situation)

- ☐ Written request from student
- ☐ Completed Acceptance Form
- ☐ Completed Self-Report Form
- ☐ Discussion with CARES Team to determine the best course of action for the student

Other financial needs arising from individual and special circumstances are to be determined on a case-by-case basis.

- ☐ Written request from student
- ☐ Completed Acceptance Form
- ☐ Completed Self-Report Form
- ☐ Discussion with CARES Team to determine the best course of action