



Emergency Need Funds Documentation Checklist

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
- 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 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 for the student