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 <u>ALL</u> 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 **<u>specifically</u>**
  - (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
  - (Examples: loss of job; reduction in income/work hours; limited income)

  ☐ Explain how your financial emergency is impacting your college education
  - (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 <u>FROM EACH CATEGORY BELOW</u>. You may upload a maximum of five attachments to your application.

<u>**IMPORTANT:**</u> 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:**

  - Needs to include your name <u>and</u> relate to the information you provided in your personal statement

  - 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:

  - 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.