

# Student Success Funds

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Frederick Community College students may request Student Success Funds for an emergency situation, or for unanticipated and compelling circumstances that jeopardize their ability to successfully continue in school.

Student Success Funds are designed to provide temporary, short-term, financial assistance to students who are managing demanding academic requirements while struggling with debilitating financial circumstances. Provided in the form of one-time awards, Student Success Funds are only a stop-gap in a crisis and are not intended to be a secondary form of college funding or provide ongoing relief for recurring expenses.

Student Success Funds awards are not loans that students are expected to repay. However, Student Success Funds may impact the amount of aid that a student may receive from other sources. Those who are seeking Student Success Funds are encouraged to consult with the Financial Aid Office to determine its impact, if any, on their financial aid.

## Eligibility

To be considered eligible, the student must:

- Demonstrate financial hardship due to an emergency situation, or for unanticipated and compelling circumstances that jeopardize the student's ability to successfully continue in school. This does not apply to students who have not adequately planned for their financial needs.
- Consider and utilize other sources of funding as appropriate, such as recommended student loans.
- Be able to provide sufficient documentation of financial hardship.
- Be currently enrolled at Frederick Community College in the semester for which they are requesting assistance
  - Be enrolled in at least three (3) credit hours in a certificate or degree program.
  - Be enrolled in at least one (1) CEWD course of at least twenty-four (24) hours in length that results in a workforce outcome.

Students who are considering Student Success Funds should understand that if approved, assistance is only available once per academic year or once in a 12-month period. Emergency food cards and gasoline cards are only available once per semester (maximum of 4 cards per year).

## Application Instructions

Students can pick up an application in the Frederick Community College Foundation Office located in Room 200A in Annapolis Hall (301-846-2483). Staff members can also find the application on Communications Central under Forms/Foundation Office/Student Success Fund Application.

Students working with an assigned counselor or advisor will complete the back of the application with that individual. Students, their counselor or advisor can return the completed application to the FCC Foundation Office.

All other students should go to the Office of Adult Services (Annapolis Hall, Room A103, 301-846-2483) to complete the back of the application. Students or their Adult Services counselor can return the completed application to the FCC Foundation Office.

- Complete Student Information section of the application
  - A brief written statement explaining the emergency situation or unusual or unforeseen expenses
  - A list of specific expenses to be covered by the award and amount
  - Copies of invoices or billing statements if request is for payment to a third party.
  - Copy of Student Account Summary

## **Application Review and Processing**

All information shared by a student requesting emergency funding support is confidential. Information about the student or their circumstances will only be shared with third parties who have a legitimate need to be informed of the student's situation and only at the request or explicit permission of the student seeking emergency funding support.

Each request is reviewed individually. Many factors will be considered in making a decision to approve or deny a request. These factors include, but are not limited to:

- The nature and urgency of the student's emergency
- The totality of the student's hardships
- Other resources or support that the student may or may not have available to them
- The specific and immediate impacts the emergency may be having on the student's living and academic circumstances; and,
- Other information provided by third parties, such as advocates or advisors, that may help to illuminate and clarify the student's situation in developing appropriate rationale for decisions.

## **Notification of Decision**

After the request is reviewed, the student will be contacted by email regarding the decision.

# Student Success Fund Application

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Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Last Name First Name

Current Address: \_\_\_\_\_

Current Address: \_\_\_\_\_  
City State Zip Code

Phone 1: \_\_\_\_\_ FCC Email Address: \_\_\_\_\_@myfcc.frederick.edu

Phone 2: \_\_\_\_\_ Other Email Address: \_\_\_\_\_

Brief statement explaining the emergency situation or unusual or unforeseen expenses: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Date of Request: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Are you currently enrolled at FCC?    \_\_Yes \_\_ No    Have you received a Student Success award before?    \_\_Yes \_\_ No  
 Are you currently receiving a PELL grant?    \_\_Yes \_\_ No    Are you currently receiving student loans?    \_\_Yes \_\_ No  
 Are you a student Athlete?    \_\_Yes \_\_ No    Are you a currently receiving a FCC scholarship?    \_\_Yes \_\_ No

Please read and sign below:

- I certify that the above information is correct.
- I understand that if the Student Success Fund is awarded, any funds I receive from the Foundation may impact my financial aid.
- I understand I may be contacted to provide additional information and failure to respond may delay my application review.
- I understand my personal information, including but not limited to GPA, financial information, class schedule, and advising notes will be released to offices that collaborate to award Student Success Funds.
- I understand this program is only available to me once per academic year or once in a 12-month period.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Referred By: \_\_\_\_\_  
Name Office Phone/Extension

## Counselor/Advisor please use the checklist below to document referral information.

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|--|---|
| <ul style="list-style-type: none"> <li>A. Verify student's current enrollment in PeopleSoft.</li> <li>B. Check in PeopleSoft to determine if student is an Athlete. If yes, contact Rodney Bennett or Gary Demski to determine eligibility for SSF.</li> <li>C. Obtain and attach the student's current financial aid summary from Britney Carter or Susan Stitely.</li> </ul> | <ul style="list-style-type: none"> <li>D. Obtain and attach the student's current Student Account Statement and status from Jane Beatty or Jen Frank.</li> <li>E. Indicate any other campus or community referrals made.</li> <li>F. As the referring Counselor/Advisor, make any additional comments, including recommendation.</li> </ul> |
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**Checklist:**

<b>A. Current enrollment Verification (Name, Date, Extension):</b>
<b>B. Current Financial Aid Status Verification (Name, Date, Extension):</b>
<b>C. Account Status Verification (Name, Date, Extension):</b>
<p><i>Please attach current Student Account Statement.</i></p>          <p>Student is eligible for SSI Wavier <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<b>D. Check Athlete Status (Name, Date, Extension):</b>
<p><i>If an athlete, include notes regarding eligibility for funds:</i></p>          
<b>E. Other Referrals:</b>
<p>Adult Services <input type="checkbox"/>      Adult Education <input type="checkbox"/>      Veteran Services <input type="checkbox"/>      Disability Services <input type="checkbox"/>      Multicultural Student Services <input type="checkbox"/></p> <p>Other _____</p>
<b>F. Referring Counselor Recommendation:</b>

Submit the completed application and supporting documentation to: Michael Thornton - Scholarship Program Manager  
 FCC Foundation, Annapolis Hall, Room 200A  
 Office: 301-846-2438 Fax: 301-624-2797