



The Southwestern College Cares Grant was created by the Associated Student Organization (ASO) and the Southwestern College Foundation to provide assistance to students at risk of dropping out of college due to **unexpected financial emergencies**. This assistance is intended to help students stay in school and meet their educational goals, ultimately securing a better financial future for themselves and their families.

All awards are contingent based on the availability of limited funds, provided by our generous donors. **The SWC Cares Grant cannot provide financial assistance for normal, everyday expenses that are ongoing and not the result of an emergency, regardless of financial need.**

Funds are limited and based on current funding availability. To ensure that the greatest number of students in need receive assistance, recipients may receive only one grant per household during their tenure at Southwestern College. SWC Cares Grants are not available during breaks between semesters.

There are a variety of resources available to a student in an emergency situation. Please first visit the Financial Aid Office or Counseling Office for more information on the types of services and resources that may be available. Please also check our SWC Cares webpage at www.swccd.edu/SWCCares

Eligibility Requirements

- Must have a temporary need resulting from a sudden, unexpected emergency event and must be able to provide sufficient documentation of the circumstances
- Be currently enrolled in—and complete—a minimum of 6 units for Fall/Spring terms (3 units for Summer/Intersession terms).
- May only receive one SWC Cares grant per household during time at Southwestern College
- Must have a FAFSA or CA Dream Act application on file for the current academic year

Exceptions to these guidelines may be considered on a case-by-case basis.

Examples of Eligible Expenses

- Travel home for serious illness or death in the immediate family
- Homelessness due to loss of housing
- Imminent documented eviction
- Imminent cessation of utilities
- Documented theft of books and/or other essential academic belongings
- Sudden loss of childcare to cover academic schedule
- Unanticipated loss of transportation to/from school
- Required uninsured medical treatment and/or follow up
- Recent and temporary job loss
- Safety-related needs (i.e. changing a lock on a vehicle or home)



Examples of Ineligible Expenses

- Educational expenses known ahead of time, such as enrollment or tuition fees, supplies, and textbooks, with the exception of supplies or textbooks that have been stolen or destroyed
- Costs for regular bills, past due credit cards payments, or regular recurring expenses
- Legal costs owed from criminal or civil court cases
- Penalties and interest on past due bills
- Non-essential utilities, entertainment, recreation, non-emergency travel or other non-essential expenses
- College debts

Application and Award Process

- ⇒ **Step 1** Complete the SWC Cares Grant application. Be sure to read the Program Guidelines, complete the application carefully and completely, and attach copies of all supporting documentation.
- ⇒ **Step 2** Submit application to the SWC Financial Aid Office, Cesar Chavez Center, First Floor, or to the Student Services Office at any of the Higher Education Centers
- ⇒ **Step 3** Allow at least 4-7 business days for review. Notification, as well as requests for any additional information or documentation, will come from the Financial Aid Office via email to the student's SWC email address, so please be sure to check it regularly.
- ⇒ **Step 4** If approved for the grant, an email will be sent containing information on the date and location for the pickup of the check. If denied, the email will include the reason why.
- ⇒ **Step 5** Submit to the Foundation Office a statement of how the grant alleviated the emergency situation and allowed the student to continue their education at SWC.

Application Agreement

- Funding for the SWC Cares Student Grant is limited and students are entitled to only one grant per household during their tenure at SWC.
- Students agree to complete a minimum of 6 units for Fall/Spring terms (3 units for Summer/Intercession terms). Students who do not complete the minimum units may be subject to repayment of the Grant.
- Falsification or misrepresentation of information provided on the application will cause it to be denied. Also, any such action may require repayment of all grant funds.
- All funds distributed from the SWC Cares Grant are considered grant aid to the student. Funds may be counted as income and may be subject to state and/or federal taxes. Recipients will be required to complete a W9 or ITIN form.
- All information provided on SWC Cares application is considered confidential. However, **college employees are considered Responsible Employees** and are mandated to report any incidents of sexual harassment, discrimination, assault, or abuse to the Title IX Administrator. Questions or concerns should be directed to the Title IX Administrator.

Southwestern Community College District does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, ability, age, or marital status in any of its policies, procedures, or practices.



The Southwestern College Cares Grant has been created to provide assistance to students at risk of dropping out of college due to **unexpected financial emergencies** and is intended to help students stay in school and meet their educational goals. Funding for the SWC Cares Student Grant is provided by the Associated Student Organization (ASO) and the Southwestern College Foundation.

The information requested below will help determine your eligibility for this grant. You will be contacted if there is a need for any additional documentation verifying the emergency nature of your situation. **Please print clearly.**

Date of request _____ Amount requested _____
(not to exceed \$350)
 Applicant's Name _____ Student ID No. _____
 Cell/home phone _____ Email Address _____

1. Please give a detailed explanation of the nature of your unexpected circumstances and how the grant you are requesting will be used to alleviate the situation. Documentation **must** be included supporting your claim (if more space is needed, please attach additional sheets).

2. Please provide detailed documentation of the amount requested above (e.g., medical, utility or childcare bills, etc.) and the price for each item must be listed (for example, a request for eye glasses should include an invoice from the eye doctor). **Documentation/receipts must be included with your request!**

Item	Vendor/Company	Amount	Documents
			Y N
			Y N
			Y N

3. What efforts have you made to find funding from other sources?

4. Would you like to be contacted about any of the following resources?

- ☐ Personal Wellness ☐ Childcare ☐ Employment Services ☐ Financial Aid
☐ Academic Counseling ☐ Food Pantry ☐ Housing Assistance ☐ Other _____

Applicant Agreement

- I am aware that funding for the SWC Cares Student Grant is limited and I am entitled to only one grant for my household during my tenure at SWC.
- I understand that if I am a successful applicant, I will provide a statement of how the grant alleviated my emergency situation and allowed me to continue my education at SWC. I also understand this statement may be used for future program funding efforts (with identifying information removed).
- I understand and agree to abide by **all program requirements** as detailed in **the SWC Cares Grant Program Guidelines**.

Applicant's Signature _____

Date _____