# Alexander Fund Emergency Application and Agreement

The Alexander Fund was created to assist students who encounter unforeseen financial emergencies or catastrophic events (i.e. not as a result of their actions), which would prevent them from continuing their education. These funds are not intended to be used for routine expenses, nor as a supplement to a student's educational funding sources. Applications will only be accepted while college is in session. Each application is reviewed on a case by case basis. Approval is subject to the availability of funds.

## Examples of Qualifying Events
- Sudden, unexpected homelessness or lack of permanent housing due to a natural disaster, fire, or documented roommate dispute resulting in a need for short-term emergency housing (ex. an extended stay hotel), or replacement of rental deposit fees (with documentation).
- Eviction/foreclosure due to unexpected loss of income. Documentation of loss of income (ex. layoff notice from employer) must be submitted along with the eviction/foreclosure notice.
- Sudden lack of transportation due to car accident (police report required) or unexpected mechanical problems. For example, water pump, heat gasket, etc. Tire replacement is excluded as this is considered normal maintenance. Car repair bill must be dated within 7 days. Student should also present vehicle registration that matches the vehicle identification on the repair estimate.
- Loss of books, computer, or course supplies/equipment, after initial purchase, due to natural disaster, fire, or theft (police report required)

## Ineligible Expenses
- Cell phone, credit card, utilities or cable/internet bills
- Rent or mortgage payment, except under the circumstances listed under "Qualifying Events"
- Payment of fines or fees incurred from parking or traffic violations
- Car payment, gas, insurance, tags, registration, inspection fees, and other routine vehicle costs
- Tobacco, alcohol, food or entertainment expenses

Requests must be submitted to the Financial Aid Office. **A confirmation of approval or denial will be sent to your my.waketech.edu email account.**

## Guidelines:
1. Incomplete applications will not be considered
2. Students are permitted one emergency request in a two academic year period. Students may be eligible for the Alexander Grant or the Finish Line Grant, but not both within the same semester.
3. Maximum award amount is $500, documentation must be provided for all requests
4. The amount for which a student is approved will be based on documentation provided
5. Students must be actively enrolled in at least 6 credit hours in their program of study.
6. Returning students must have a cumulative 67% completion rate and 2.0 GPA in accordance with the Financial Aid Office's Satisfactory Academic Progress Policy (i.e. student cannot be on a warning, appeal, or probationary status)
7. New students may apply if all other criteria are met
8. Student must have no disciplinary sanctions on file with the college
9. Funds are disbursed through Higher One for financial aid students. Students should be sure they have selected their refund preference through www.mywaketechcard.com
10. Funds for non-financial aid students will be disbursed by the Wake Tech Foundation Office by check

# ALEXANDER FUND EMERGENCY ASSISTANCE APPLICATION

Date of Birth: _____

Name: _____ Student ID: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

**Please describe in detail why emergency funds are needed. DOCUMENTATION MUST BE ATTACHED. If your documentation is incomplete or does not support your request, your application will be denied.**

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Student's Signature: _____ Date: _____

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**For Office Use Only:**

Reviewed by:    AS (D/A) _____    RH (D/A) _____    JS (D/A) _____

☐ **Approved- Amount Approved for:    $ _____**    ☐ **Denied**

Credit Hours: _____

Comments: _____

_____

Signature: _____ Date: _____

If Denied, Reason: _____

☐  Student Notified

☐  If non-financial aid student, notify Wake Tech Foundation Office.  Send copy of this approval form along with the Foundation Check Request for Student Assistance Form to Meg Stradling, *mwstradling@waketech.edu* , Southern Wake Campus.

☐  FATR to Accounting Office

Form 1417 R-3 (8-23-19) TN/AS