



# City Tech Petrie Student Emergency Grant Program

## Application

The City Tech Petrie Student Emergency Grant Program was created to assist students coping with an **unexpected hardship**, so that they are able to continue their education at City Tech. The goal is to make sure that students are not forced to leave school because of emergencies beyond their control that might otherwise make it impossible for them to continue. **It cannot substitute for other available funds.** Students are encouraged to speak with a counselor by contacting [counseling@citytech.cuny.edu](mailto:counseling@citytech.cuny.edu) to explore any personal concerns they have interfere with their education. Counselors will help you explore other options as well.

**The City Tech Foundation deeply appreciates grant funds from The Carroll and Milton Petrie Foundation, which make this innovative program possible.**

Decisions are made on a case-by case basis until funds are exhausted. In most cases, the maximum award will be **no more than \$1,000**. Some exception may be made in the most extreme situations. Below is a partial list of eligible expenses and ineligible expenses:

### ❖ Emergency Situations and Eligible Expenses

- Threats of eviction
- Homelessness
- Home and living quarters from fire and extensive water damage
- Assistance in paying for food, transportation and basic necessities due to unemployment
- Overdue utility bills and shut-off notices
- Medical and dental bills
- Travel home for illness or death in immediate family, ie: Mother, Father, Sister, Brother, Child.

### ❖ Ineligible Expenses

- Cell phone bills
- Credit card bills
- Car payments or gasoline bills
- Payment for rent or utilities not overdue
- Full or partial tuition costs and/or related fees at City Tech
- Previous debts to City Tech
- Tobacco, alcohol or any entertainment expenses
- Payment of fines or fees incurred from taxes, parking or traffic violations
- Legal representation in a criminal processing

Information provided on the application will be used to determine your eligibility and for required reports about the grant program. It will otherwise be held in complete confidence. **Grants are awarded based on need, up to \$1,000 for students who are currently registered at the time of your application.** You may be asked to provide available documentation verifying the nature of your emergency. **It is the goal of the committee to process applications as soon as possible.**

**There will be follow-up contact for all grant recipients within the semester to determine whether the grant alleviated the situation, and what you have done to stabilize your financial circumstances. In an effort to more fully assist you, a Financial Aid officer may contact you, where appropriate, to discuss whether a student loan might be a good solution in your situation.**

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**Please Print**

Date of request: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Empl ID: \_\_\_\_\_ Cell/home phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address\*\* : \_\_\_\_\_

1. Please explain to the committee the nature of your emergency, and how it directly effects your role as a student. (If you need more space, please add a separate page.)

2. Do you have documentation of the above emergency or can you obtain such documentation of need (e.g., police report, copies of bills, etc)? Please submit the documentation with this application. \_\_\_\_\_ Yes \_\_\_\_\_ No

3. Do you have insurance (e.g., medical, auto) that would cover all or part of these expenses?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

4. What efforts have you made to arrange financing from other sources?

5. If this is not the first time you have requested emergency help from this fund, please indicate when and what other funds you have requested and/or received? Date: \_\_\_\_\_ Amount \_\_\_\_\_

6. If eligible for a student loan, would you be interested in applying? \_\_\_\_\_ Yes \_\_\_\_\_ No

I, the undersigned certify that the information provided on this application is true.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please return the application to [Esar@citytech.cuny.edu](mailto:Esar@citytech.cuny.edu). Be sure to attach whatever supporting documentation is currently available. You may be required to provide additional documentation before funds can be released.

\*\*If granted, the award will be mailed to this address.