



## Emergency Assistance Request Form

**Instructions:** *(Electronically fill in this form – no handwritten forms will be accepted)*

1. If requesting emergency funds for tuition, complete **Section A and Section C**
2. If requesting textbook funds,
  - a. Complete **Section A though Section C** and
  - b. Provide a copy of your **CLASS SCHEDULE** with a list of required textbooks.
3. Provide us with any additional documents to support your request.
4. Verify that the information is correct by placing your initials at the bottom of Page 2
5. If submitting between fall and spring semesters, provide an unofficial transcript.
6. Email this document as one attachment to: [maisinfo@sfe fund.org](mailto:maisinfo@sfe fund.org)

<b>Date:</b>	<b>Current Mailing Address</b> <i>(Address where textbooks will be sent.):</i>
<b>First Name:</b>	<b>Address 1:</b>
<b>Last Name:</b>	<b>Address 2:</b>
<b>High School Graduation Year: 20</b> ____	<b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____
<b>Semester GPA:</b>	<b>Student I.D.:</b>
<b>Cumulative GPA:</b>	
<b>Email:</b>	<b>Cell:</b>

### SECTION A:

#### EMERGENCY ASSISTANCE REQUEST (you may only apply for one type of assistance)

I would like to request assistance for the following *(If requesting tuition emergency funds, please indicate the amount needed in the space provided):*

Choose **one** of the following:

- EMERGENCY FUNDS (Tuition)      In the amount of: \$ \_\_\_\_
- TEXTBOOK PURCHASE

1. I will be using the assistance for the following:

2. Please list any special circumstances we should consider (i.e. loss of job, no family support, etc.):

**SECTION B:**

**TEXTBOOK REQUEST (TO BE COMPLETED BY THOSE REQUESTING TEXTBOOKS ONLY)**

- Fill out the table below with the information of the book(s) you are requesting.
- You will need to browse Internet sites such as **Amazon.com**, **BarnesandNoble.com**, or **Textbooksrus.com** to find the lowest prices for your books and include in the table provided. **When choosing your books, please select the used version of each whenever possible.**
- Please be as specific and detailed as possible when filling out the table as we will be utilizing the information that you provide to purchase your books (see example below).

	<u>BOOK TITLE</u>	<u>ISBN #</u>	<u>PRICE/WEBSITE</u>
<i>Ex.</i>	<i>Biology: Concepts and Connections</i>	<i>0321489845</i>	<i>\$87.95 - Textbooks.com</i>
1			
2			
3			
4			
5			
6			
7			
8			

**SECTION C:**

**DOCUMENTATION OF FINANCIAL HARDSHIP**

Unless this request is accompanying a renewal packet, provide an updated financial aid award summary or award letter detailing your cost of attendance and the amount of financial aid you are receiving. If this is for some reason unavailable, supply any documents that you feel will prove your financial need.

**Total Textbook Request: \$ \_\_\_\_\_**

By initialing below, I hereby confirm that the above information has been filled out to the best of my knowledge. *I understand that this is only a request, and it can be **partially approved**, **fully approved** or even **declined**.*

I ensure that the above stated special circumstances are true. I have provided all documentation that may help support my request.

**Student Initials:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*\*\*\*\*

FOR OFFICIAL USE ONLY

Renewal Packet Submitted On: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Total Amount Approved: \$ \_\_\_\_

Maisin U Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notes: \_\_\_\_\_