



Victor Valley College District Foundation
Policy # PP-15
Student Emergency Fund

PURPOSE:

The Victor Valley College Foundation has established a Student Emergency Fund which will serve as a repository for donations dedicated to helping students with an unexpected hardship or emergency. This policy sets forth the criteria for eligibility and procedure for requesting emergency grants from this fund.

POLICY / PROCEDURE:

Eligibility: Grants shall be made only to support a one-time, unexpected student hardship or emergency. Applications must be submitted by a Victor Valley College faculty or advisor. It is not intended to provide funding for regularly expected educational expenses.

Limits: Maximum awarded is limited to \$500; however awards shall be made only from funds available on deposit with the Foundation. Awards shall be made at the discretion of the Foundation Executive Director.

Application Process: Requests for Student Emergency Grant funding shall:

- Be submitted in writing to the Foundation office no later than 21 days prior to the date for which funding is requested.
- Must come from VVC faculty or advisor.
- Must include a completed student application.
- Must include details about the unexpected hardship or emergency.
- Preference shall be given to students in good academic standing at Victor Valley College.

Notification: Requests shall be responded to within 30 days of submission.