



STUDENT EMERGENCY FUND

REQUEST FORM

Form must be completed by the student who is in need or by a faculty/staff member of Pennsylvania Highlands Community College. Forms need to be completely filled out for consideration. See the following page for full procedure details.

Student Name

Date

Employee Name (if referred)

Student ID#

Describe the nature of the emergency and how it directly impacts the student's ability to attend class or function as a student, as well as the nature of request for assistance. Include the dollar amount requested.

Please Check Student type:

- ☐ PT ☐ ACE
☐ FT ☐ Associate in HS

Have other funding options been investigated and accessed?

- ☐ Yes
☐ No

Has the student been an active participant in trying to resolve issues and problems as they relate to this particular emergency?

- ☐ Yes
☐ No

Vendor Name

Vendor Address

Please submit your completed form to Carole VanMeter at the Richland Campus President's Office or via email to cvanmeter@pennhighlands.edu.