



**Northwestern Student Emergency Relief Fund  
Grant Request Form**

- Students are required to contact: Dr. Ruth Gonzalez, Director of the Office of Student and Community Life, prior to applying:

Goulet House, 1<sup>st</sup> floor (56 Park Place)

email: [rgonzalez@nwcc.edu](mailto:rgonzalez@nwcc.edu)

phone: 860-738-6315

- Students are permitted one NSEF grant per calendar year as defined by 365 days from the date of application. Students will be denied funding if they have already received funding within the calendar year.
- Students should make all possible efforts to address their need, including initiating payment plans directly with companies owed or contacting community agencies that offer assistance. This includes tuition costs.
- Students will not be given funds directly. Funds will be paid to a third-party recipient, be it landlord, utility company etc. Students must provide adequate receipts with account numbers and contact information.
- A list of community agencies can be provided by Dr. Ruth Gonzalez in the Student Advisor Center.
- The president's office retains the right to deny eligibility based on student review.

Date			
First Name		Last Name	Banner ID
Address		City	State
Phone		Email	
Nature of Emergency:			
<b>Signature: All requests must be signed by the applicant. (Electronic signatures will be accepted.)</b>			
Name of Guardian if Under 18.			
Signature			
This section is for office use only.			
Date Received: Choose Date	Confirmed Student Status <input type="checkbox"/>	Advisor Contacted <input type="checkbox"/>	
Documentation Received or Needed			
Approved <input type="checkbox"/>	Amount		
Not Approved <input type="checkbox"/>	Reason		
Payment Made to			

Students should submit the completed form to: Dr. Ruth Gonzalez, Director of the Office of Student and Community Life at [rgonzalez@nwcc.edu](mailto:rgonzalez@nwcc.edu).