

# STOP

BEFORE YOU TURN IN YOUR EMERGENCY CASH  
ADVANCE REQUEST  
IS THE FOLLOWING INFORMATION  
ATTACHED?

- ❑ COMPLETED EMERGENCY CASH ADVANCE REQUEST FORM
- ❑ COPY OF YOUR TUITION BILL SHOWING A CREDIT IS DUE BACK TO YOU (YOU CAN PRINT THIS FROM YOUR MYTC3 ACCOUNT)
- ❑ DOCUMENTATION FOR THE REASON YOU ARE REQUESTING THE CASH ADVANCE.
- ❑ YOU HAVE NOT PREVIOUSLY REQUESTED AN ADVANCE THIS SEMESTER.

**You will be notified by your TC3 email when your request has been reviewed. The email will tell you the date, time, and place to pick-up your check if the request has been approved.**

## EMERGENCY CASH ADVANCE CRITERIA

### ADVANCES CAN ONLY BE BASED ON EXCESS FINANCIAL AID (TAP, PELL, STUDENT LOANS, ETC)

1. Students must have a credit balance on their student account in Power Campus (resulting from Financial Aid).
  - Student will provide a copy of the student statement reflecting this credit balance
  - The student statement can be obtained by the student using MYTC3 access or requesting a Student Service Representative print one for the student.
2. Student must demonstrate extraordinary need by documentation.
  - Documentation is required. Examples include eviction notice from a landlord or a disconnection notice from a utility company or an auto insurance bill showing due date prior to normal disbursement time.
  - **Documentation must be original bill in student's name, on letterhead, and include current date. Estimates for car repairs must be on letterhead and addressed to student.**
3. Student must be in good academic standing and attendance.
4. Student may apply for an Emergency Cash Advance **only once** per term
5. Student must complete the attached application and submit it with appropriate documentation.

Completed application for the Emergency Cash Advance turned in to the Financial Aid **Office by noon on Wednesday** will be reviewed for that week. **If approved, the Emergency Cash Advance check will be available in the Student Service Center on that Friday between 10:00 A.M. and Noon.** You have the option to have the check mailed or you can pick it up prior to noon on that Friday. All checks that have not been picked up by noon will be mailed to the address on the application or if no address, the check will be mailed to the address on the MYTC3 account.

The office of Financial Aid **will not** consider partial applications. **Emergency Cash Advances that are approved will be for the amount to cover the documented emergency, not to exceed \$500.00.** The first checks will be issued the Friday of the first full week of classes.

**There is a Transportation or Food Advance that is limited to an undocumented need of \$75.00.** It can be included as part of the \$500.00 maximum that is being documented. It must be requested on the application in the "reason" area.

You should receive an email by noon on Thursday as to the status of your request. Emergency Cash Advance requests that have been denied can be appealed by scheduling an appointment with Dean Blixxy Taetzsch. To do this, please contact Lisa Doran at 844-8222 ext. 4318.

**EMERGENCY CASH ADVANCE REQUEST  
AND  
PROMISSORY NOTE  
TOMPKINS CORTLAND COMMUNITY COLLEGE**

*Please only check one box:*

- **If approved, I will pick my check up on Friday between 10:00 A.M. and Noon.** All checks not picked-up will be mailed to the address on MYTC3 or the below address, if that address is different.
- **If approved, I would like to have my Emergency Cash Advance mailed to the address on MYTC3 or I prefer to have the Advance mailed to the address below:**

\_\_\_\_\_  
\_\_\_\_\_

**Student ID:** \_\_\_\_\_ **Or SS#** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Semester:** \_\_\_\_\_ **Amount requested:** \_\_\_\_\_

**Reason:** \_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, agree to repay Tompkins Cortland Community College the Amount of \$ \_\_\_\_\_ from the first credits that occur on my student account. This deduction will satisfy payment of my obligation to the College for this Emergency Cash Advance. **I understand that I am responsible to repay this Cash Advance should the expected funds that this advance is based on are not received by Tompkins Cortland Community College.** I am aware that a collection fee will be added to the total due if it becomes necessary to refer this Emergency Cash Advance to the Collection Agency.

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**Student Accounts and Financial Aid Office Use Only**

**AD** \_\_\_\_\_ **Check #:** \_\_\_\_\_

**Enrolled Credits** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Attendance** \_\_\_\_\_ **Repaid:** \_\_\_\_\_

**Financial Aid not showing as credit yet** \_\_\_\_\_

**Denied:** \_\_\_\_\_ **Reason:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved Amount \$** \_\_\_\_\_