



## Higher Education Emergency Relief Fund (HEERF) Request

### HEERF Emergency Grant Eligibility Requirements:

- Helena College student experiencing unexpected financial hardship resulting from the coronavirus/COVID-19 pandemic.

### HEERF Emergency Grant Guidelines:

- Grants do not typically exceed \$1,000 and are specific to the identified need.

### What this grant covers related to emergency or unforeseen circumstances:

- Technology and connectivity needs related to distance learning
- Textbooks and other instructional expenses
- Overdue utility bills reaching a turn-off notice
- Sudden loss of Housing/Rent
- Food/Groceries
- Personal Automobile/Travel
- Childcare
- Other emergency or unforeseen circumstances
- Tuition and fees outstanding to the college

### What this grant does NOT Cover:

- Legal Fines/Expenses
- Parking Tickets/Fines
- Costs of entertainment, recreation, or non-emergency travel

The fastest way to receive your grant if you are awarded one is to ensure your mailing address is accurate on your MyHC account.

I am requesting the Financial Aid Director at Helena College University of Montana to consider my circumstances to determine if I may be eligible for a COVID-19 Emergency Grant according to the Department of Education Federal Regulations. I agree to provide any documentation requested by the Financial Aid Director if it can be easily obtained. I understand that this decision is made by the Financial Aid Director based upon documentation I supply and that any decisions are final.

**This form and any required/requested documentation must be given to the Helena College Financial Aid Office prior to any emergency funds being granted.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR QUESTIONS CONTACT: FINANCIAL AID OFFICE, Helena College, 1115 N. Roberts Street, Helena, MT 59601 406-447-6916, [financialaid@helenacollege.edu](mailto:financialaid@helenacollege.edu)**

**RETURN DOCUMENTATION TO: FINANCIAL AID OFFICE, Helena College, 1115 N. Roberts Street, Helena, MT 59601, or fax to: 406-447-6397.**



### HEERF Emergency Grant Request

Student Name: \_\_\_\_\_ ID 770-\_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### QUESTIONS:

1. Do you believe the current situation you are in is related to the COVID-19 pandemic and response?  
 Yes     No     Unsure
  
2. Please state if you have a due date related to your request (i.e. rent due on the 1<sup>st</sup> of the month).  
 \_\_\_\_\_
  
3. Are you currently unemployed or have reduced hours due to the COVID-19 response? (This is for informational purposes; employment is not required for an emergency grant.)  Yes     No
  - a. If yes, how many hours did you work per week on average? If no, please enter N/A. \_\_\_\_\_
  - b. If yes, what was your hourly pay? \$\_\_\_\_\_
  - c. If yes, what are your current hours now?\_\_\_\_\_ What is your hourly pay? \$\_\_\_\_\_
  
4. Are you able to ask anyone for help with these expenses if we could not fund your full request?  
 Yes     No
  
5. Do you currently have a valid 2021-2022 FAFSA on file with the college?  
 Yes     No     Just Submitted
  
6. Briefly describe the financial emergency related to COVID-19 and the immediate need for an emergency grant.  
 \_\_\_\_\_  
 \_\_\_\_\_
  
7. List the specific expenses for which you are requesting these funds, **including a total** (i.e. replacement of blown out tire \$99, labor and wheel alignment \$125: **Total \$224**)  
 \_\_\_\_\_  
 \_\_\_\_\_
  
8. Is your mailing address correct on your MyHC account?  Yes     No (You MUST change this right away!)
  
9. How did you hear about the COVID-19 Emergency Grant? \_\_\_\_\_

I give my permission for Helena College to use any grant funds of which I am awarded to go towards any balance owing on my account in the Business Office. \_\_\_\_\_ Student's Initials