

## Central for Student Success (CSS)

### Grant Criteria

**Purpose:** The Central for Student Success grant fund is available for students who are experiencing extreme financial hardships due to unforeseen circumstances that are impeding the student's ability to persist and succeed at CCC.

### *Grant Process:*

1. Student completes the CCC Foundation Application and a Statement of Need form and submits it to the appropriate campus Associate Dean of Students.
2. The Associate Dean of Students (or his/her designee) will meet with applicant to determine need and to identify other potential community resources that may be available for the student.
3. The Associate Dean of Students (or his/her designee) takes the form to the Financial Aid Office to determine financial eligibility.
  - a. *If the amount requested would result in an over-award, Financial Aid will determine an allowable amount.*
4. If a student is approved for funding, the Associate Dean of Students will email the request to the Foundation, with supporting documentation (e.g. invoice, billing statement, or an official estimate of cost).
  - a. *In cases of immediate financial emergencies, the Foundation Office may, at their discretion, award grant funds immediately upon receipt of invoice or billing statement from the student. In such cases, the grant funds would be paid directly to the creditor.*
5. The Foundation will send the award to the Financial Aid Office so that the award can be transmitted through Financial Aid.
  - a. *If the student has a bill with CCC, the bill will be paid first from the Foundation award and any remaining money will be issued as a refund. Refunds are processed weekly.*

*\*In general, the intent of the CSS Grant is not to provide funding over \$500, unless the student's circumstances are severe. In instances of severe student need and requests of \$500 or more, approval by the Dean of Student Success is required.*

*\*CSS grant amounts may depend on availability of funds. There is no guarantee the student will receive the amount requested.*