

# **HOPE PROGRAM INFORMATION SHEET**

The HOPE Program provides assistance to students at risk of dropping out of college due to unexpected financial emergencies. The HOPE Program assistance was created to help students stay in college and meet their educational goals, ultimately, securing a better financial future.

**You must meet all of the following eligibility requirements. Exceptions are not made for those who do not meet the requirements.**

- Be at least part-time at Highland Community College (minimum 6 credit hours in the fall/spring semester or 3 credit hours in the summer semester).
- Must have a minimum 2.0 GPA.
- Be able to document an extreme personal/financial emergency (emergencies usually consist of unusual expenses that are non-recurring).

## **Requirements for the Grants**

- A one-time, unexpected event that causes a financial emergency
- Unlikely to re-occur
- No other resources available
- Documentation regarding the cause and need

## **Examples of emergencies include:**

- Loss due to fire, theft or accident
- Sudden, unavoidable interruption of income

Assistance is granted without regard to race, color, creed, religion, sexual orientation, age, gender, disability or national origin.

**Note:** If you do not meet one or more of the eligibility requirements above, or you are unsure if your emergency is an eligible expense, please contact the HOPE Program Administrators at [HOPE@highland.edu](mailto:HOPE@highland.edu) to discuss your situation.

## **Eligible Expenses**

Eligible expenses are limited. Some examples of eligible and non-eligible expenses follow. NOTE: The HOPE program does not provide reimbursements for bills that have already been paid.

<b>ELIGIBLE EXPENSES</b>	<b>INELIGIBLE EXPENSES</b>
Utilities	Tuition
Housing/Rent	Fees
Food/Meals	Legal Fees
Medical/Dental Expenses	Tobacco/Alcohol
Gas/Public Transportation	Entertainment Expenses
Personal Automobile Expenses	Car Payments/Loan Payments
Licensed Child Care	Internet/Cable/Cell Phone

## **Application Process**

Interested students must complete the online application and attach or submit (in person) supporting documents. Students have 48 hours to submit their supporting documents from the time the online

application was submitted. If supporting documents are not received within 48 hours the application will automatically be denied, as incomplete applications will not be evaluated. After submitting an application, a student may be called to undergo a short interview to further determine eligibility. Students will be notified via their HCC email of their application or award status. If you are approved for the grant, funds will be available for pick-up from your HOPE program contact within 4-5 business days.

### **Submitting Supporting Documents**

Documents may be submitted via the electronic application. Applicants will have the ability to attach appropriate documentation directly to their application. Examples of appropriate documentation can include screen shots of online bills, pictures of quotes received, or pdf files of invoices. Hard copies of documentation may also be hand-delivered to:

- Suzanne Miller, Career Services, Student/Conference Center (Building H), Room 108;
- Brian Moore, Learning Services, Marvin-Burt Liberal Arts Center (Building M), Room 105; or
- Amanda Venhuizen, Project Succeed, Marvin-Burt Liberal Arts Center (Building M), Room 111

### **Assistance Payments**

If approved for funding, payment may be made to a third party. Payment type will be determined by the college on a case-by-case basis.

The maximum grant should not exceed \$250 for students who have completed fewer than 2 semesters. Students who have completed more than 2 semesters may be eligible for a maximum award of \$500/academic year. Students are only eligible to receive one grant per academic year. Lifetime: maximum of award cannot exceed \$1,500/student.

### **Obligations**

In cases where the award will not cover the entirety of an expense (e.g. partial car repair or rent payment), recipients agree to provide documentation as to how they will pay the remainder of the bill. Recipients also agree to provide documented proof that assistance funds were applied to the emergency expense indicated on the application. This documentation will be provided within 5 business days of receipt, unless other arrangements have been made with the HOPE Administrator. Recipients may be asked to participate in follow-up studies or promotional efforts.

**NOTE: Applications will only be processed when college is in session.**

**By clicking on the link below, you are agreeing that you have read, understood and agree to all the conditions and requirements of an applicant for the Highland Community College HOPE Financial Assistance Grant and wish to proceed to the Online Application.**

**[https://cm.maxient.com/reportingform.php?HighlandCC&layout\\_id=4](https://cm.maxient.com/reportingform.php?HighlandCC&layout_id=4)**

### **Additional Inquiries**

If you have any questions regarding the above information or the HOPE program in general, please do not hesitate to email us at [HOPE@highland.edu](mailto:HOPE@highland.edu).