Return form to: The Friends of Chabot College
Building 100, Room 150
25555 Hesperian Boulevard, Hayward, CA 94545
(510) 723-6633 • Fax (510) 723-6772
friendsofchabot@chabotcollege.edu

Berty Nebenzahl- Ruth Talley Emergency Fund for Art Students

Application Instructions

The purpose of these emergency funds are for books and art supplies that a student cannot cover due to unforeseen circumstances such as theft, sudden financial hardship, changes in family circumstances, etc., that prevent the student from completing an art course. They are to be used only for books, school and art supplies. Funds cannot be used to pay enrollment fees or tuition, are not intended to replace state and/or federal financial aid, and a student will only be awarded once during their lifetime at Chabot College. Applications with insufficient information or missing documentation to support his/her request will not be reviewed.

Please read the entire list of instructions below carefully. Incomplete applications or applications with missing information and attachments may not be considered. Complete all sections on the application.

1. Must be referred by a Dean, Counselor or Discipline Faculty member.
2. A maximum of $500 can be requested and funds can go to books, art supplies, transportation costs or other need that prevents you from successfully completing your art course.
3. Eligibility: Student must be currently enrolled in one of the following classes: Art, Ceramics, Illustration, Painting & Drawing, Photography, Sculpture
4. **Justification**: This statement should include details about your emergency and how it is preventing you from completing your course. Examples of supporting documentation you can provide include copies of your:
    - Bank Statement
    - Doctors Note
    - Car Service Estimate
    - Stolen Property report
    - Signed statements or letters about your situation
5. Must have a signature from a Counselor or referring Dean /Faculty member.
6. Once application is complete please return completed forms to:
   The Friends of Chabot College
   Building 100, Room 150
   25555 Hesperian Boulevard, Hayward, CA 94545
   (510) 723-6633
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7. You will receive a response to your application within five business days and if approved, you will have access to funds within two weeks thereafter.

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Berty Nebenzahl-Ruth Talley Emergency Fund for Art Students Application

2019-20

Referring Dean/Faculty Member or Counselor:		
Last Name:	First Name:	W#
Address:	City:	Zip Code:
E-Mail:	Home Phone:	Cell Phone:
Currently enrolled in: (circle all that apply) : Art, Ceramics, Illustration, Painting & Drawing, Photography, Sculpture		

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AMOUNT REQUESTED: _____ (maximum $500)

PURPOSE OF REQUEST:

- ☐ Books
- ☐ Art Supplies – limited to supplies that are directly relevant to your coursework and classroom needs.
- ☐ Transportation
- ☐ Other Need: _____

JUSTIFICATION: Please explain in detail below or on a separate sheet of paper the reason(s) you are requesting emergency funds. Include any supporting documentation that would demonstrate your need and/or support your request.

_____

_____

_____

_____

_____

I certify that all information provided on this request form and any attachments are current and accurate and that any Emergency Aid received will be used only for educational purposes.

_____ _____

Student Signature Date Dean, Discipline Faculty or Counselor Signature Date

Please submit this application along with attachments to the The Friends of Chabot College Building 100, Room 150, and allow up to five business days for an email response. Contact The Friends of Chabot College at (510)723-6633 if you have not received a response within that time frame.

Reminder!! If you have not already done so:

- Complete 2019-20 FAFSA
- Complete verification / submit requested documents to complete your financial aid file for consideration of other financial aid.
- If you submitted initial verification documents, please allow 4-8 weeks from date you turned in documents, and regularly check Class Web /theZone for updates to your financial aid file. Further action may be required following our review.

The Friends of Chabot College Internal Use	
Date:	Amount:
Approved:	Not Approved: