

## **Emergency Funding for Texts and Other Required Class Materials**

This procedure is designed to serve financial-aid qualifiers who:

1. Complete the financial aid application process by August 1st;
2. Qualify for loans but cannot receive loan funds until 30 days after the term starts;
3. Demonstrate the need for emergency advanced funding for texts and other required class materials. Demonstration of need generally requires two conditions:
  - a. Documentation of inability to buy the needed materials; and
  - b. Documentation of both intent and ability to repay the funding advance. Student intent is indicated by signing a promissory note<sup>1</sup>, and ability to repay is indicated by the student's anticipated financial aid award.
4. In order to receive emergency funds, these students must:
  - a. Demonstrate a need for emergency funds;
  - b. Complete the application process for emergency funds.
5. To complete the application process for emergency funding, students must complete three steps:
  - a. Make an appointment with the financial aid director or designee to determine eligibility for an emergency loan;
  - b. Make a second appointment with the financial aid director or designee to complete a promissory note<sup>1</sup> and any other required forms. Once eligibility for an emergency loan is verified, students are obligated to sign an promissory note equal to the costs for texts and/or required class materials required;
  - c. Obtain the required text and materials from the campus bookstore. The student's account will be charged for these associated costs.

END OF POLICY

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**Legal Reference(s):**

[ORS 341.290](#)

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<sup>1</sup>The student promises to pay for any texts or materials received. In the event that the student is unwilling or unable to meet the conditions of the promissory note, TVCC bill collection procedures will be initiated through the College business office.