

**Spring 2020
COVID-19 Emergency Aid Request**

Student Name: _____ TLU ID # _____

Address: _____ City _____ State _____ Zip _____

Phone #: _____ Email Address: _____

This form is to be used only by those students who have had additional unexpected expenses or hardship incurred because of COVID-19 and TLU's move to online classes for the Spring 2020 semester. Please be aware that funding is limited and your request will be considered based on its reasonableness. Requests will be processed on a first-come, first-served basis until federal funds provided have been exhausted.

Reason for Request

Please indicate all that apply. Requests must be necessary, reasonable, and related to COVID-19. Submit copies of receipts and other supporting documentation making sure your name and ID number is on each document submitted. Copies of leases, bills, etc. must be in student's name with the exception of utility bills, which if not in the student's name, must be in the name of another person that is on the lease/mortgage. In such cases, the bill will be divided by the number of people on the lease/mortgage.

Check	Reason	Amount of Request
<input type="checkbox"/>	Purchased computer to be able to complete online classes	
<input type="checkbox"/>	Purchased printer to be able to complete assignments	
<input type="checkbox"/>	Purchased Hot Spot or other internet service	
<input type="checkbox"/>	Course related materials	
<input type="checkbox"/>	Need help with rent/mortgage and utilities due to: Loss of employment or reduction in earnings since spring break	
<input type="checkbox"/>	Need help with rent/mortgage and utilities due to: Parent(s)/Spouse's loss of employment or reduction in earnings since spring break	
<input type="checkbox"/>	Unexpected travel and/or storage expenses resulting from the closing of on campus housing such as cost of moving home, etc.	
<input type="checkbox"/>	Other:	

A check will be mailed to the student at the address above for the amount approved. The student will receive an email when the check is issued.

Certification

I understand that this request is for unexpected expenses related to COVID-19.

Student Signature _____ Date _____

FOR SCHOOL USE ONLY

Amount Approved \$ _____

Amount Denied \$ _____ Reason _____

Decision Date _____ Date paid _____ Check # _____