

New Settlement Apartments' College Access Center's Grant Guidelines

Remember that grants are need based and for emergencies ONLY. If you plan on submitting a grant, please review the instructions/guidelines below and make sure that your grant application is complete before you submit it.

- You are enrolled in New Settlement's College Success Program
- You are submitting this application at least two weeks in advance of your grant request deadline.
- You have spoken/ texted/ met/ skyped/ etc. with your success counselor at least two times either during the current semester or the previous semester.
- You have answered all of the questions on your grant application.
Incomplete forms will not be processed.
- You have attached all requested documents to your grant application (ex. transcript, Student Aid Report, course syllabus, etc.). If you are having difficulty gathering these documents, contact your success counselor.
- You have provided your success counselor with your most recent unofficial transcript.
- If you are taking a picture of the grant, the picture should be **clear** and **include all four corners**.
- You have signed your grant application.