

To: **Montgomery College Community**

From: Monica Brown, Senior Vice President for Student Affairs
Joyce Matthews, Vice President for Development & Alumni Relations
Sanjay Rai, Senior Vice President for Academic Affairs
Donna Schena, Senior Vice President for Administrative & Fiscal Services
David Sears, Senior Vice President for Advancement & Community Engagement

Subject: **Allocation of College & Foundation Funds to Assist Students**

Date: **March 19, 2020**

Given the hardships being experienced by our students in need, the College and the Montgomery College Foundation are allocating over \$550,000 to student assistance during the pandemic. The College has reallocated funds from the cancellation of college-sponsored events, including commencement, to a scholarship and grants account within the College's operating budget to assist students in need with tuition, fees, books, supplies and/or technology. The Montgomery College Foundation is also allocating restricted and unrestricted funds to provide assistance to students in need with food, technology, tuition, fees, books, supplies, and/or other needs during the pandemic.

The College and the Montgomery College Foundation are using one request process to help students through either or both organizations depending on each student's circumstance.

The request process is as follows:

In order to receive assistance, a student must have an advocate (e.g. faculty, staff, administrator, college partner representative) – someone who knows the student and the student's situation and can advocate for them. The advocate submits the request in writing, with a copy to the appropriate Dean, via email to Joyce Matthews and Donna Pina for consideration. Advocates should put the student's name in the subject line and include the student M number in the text for fastest processing. Joyce can be reached at joyce.matthews@montgomerycollege.edu and Donna can be reached at donna.pina@montgomerycollege.edu.

Each case is taken on its own merits. In addition, the student must have financial need as determined by the financial aid office (FAFSA). If the student is not eligible to file a FAFSA, a judgment call is made collaboratively by the financial aid office and the Montgomery College Foundation. If a request is approved, a determination is then made as to whether the specific support is best routed through the College Scholarship/Grants account in the operating budget or through the Montgomery College Foundation funds.

For those students approved for technology assistance such as laptops or smart devices to access remote learning, the College and the Foundation will provide vouchers through the Follett bookstores. Students provide their M number which is given to Follett and the voucher is credited

to the student so that they can order the technology online with that credit and have the technology shipped directly to the student.

If the needed technology is not available through Follett or available quick enough through Follett for use in the course, the approved request is routed instead through the Foundation based on availability of funds. The Foundation then goes with a secondary option where it will purchase the technology from a local store to get the student the technology more quickly.

Approved food assistance requests will be provided through grocery store gift cards through the Montgomery College Foundation. Students will be given instructions on how to acquire the gift cards by the Foundation staff.

For more information, contact Joyce Matthews at joyce.matthews@montgomerycollege.edu and Donna Pina at donna.pina@montgomerycollege.edu.