

EMERGENCY CASH ADVANCE REQUEST

BEFORE YOU TURN IN YOUR EMERGENCY CASH ADVANCE REQUEST
IS THE FOLLOWING INFORMATION ATTACHED?

- Completed Emergency Cash Advance Request Form **AND**
- Copy of your tuition bill showing a credit is due back to you (this can be printed from your MYTC3 account) **AND**
- **Documentation** for the reason you are requesting the cash advance.
 - **Must be on letterhead with a phone number to verify**
 - **Outstanding bill must be in your name**
 - **We cannot advance on bills that were due prior to start of the term – unless it is a shutoff or eviction notice**
 - **No cell phone bills can be considered**

You will be notified by your TC3 email when your request has been reviewed. The email will tell you the date, time, and place to pick-up your check if the request has been approved.

Completed applications for the Emergency Cash Advance must be turned in to the Student Accounts Office **by noon on Monday** to be reviewed for that week. **If approved, the Emergency Cash Advance check will be available in the Welcome Center on Wednesday between Noon and 4:00pm.** You have the option to have the check mailed. All checks that have not been picked up by noon on the following Thursday will be mailed to the address on the application or if no address, the check will be mailed to the address on the MYTC3 account.

The Student Accounts Office **will not** consider partial applications. **Emergency Cash Advances that are approved will be for the amount to cover the documented emergency, not to exceed \$500.00.** The first checks will be issued the Wednesday of the first **full** week of classes.

There is a Food Advance that is limited to an undocumented need of \$75.00. It can be included as part of the \$500.00 maximum that is being documented. It must be requested on the application in the “reason” area.

You will receive an email as to the status of your request.

EMERGENCY CASH ADVANCE CRITERIA

Advances can only be based on financial aid (TAP, Pell, Student Loan, etc) that EXCEEDS your tuition bill.

1. Students must have a credit balance on their student account in Power Campus (resulting from Financial Aid).
 - **Student will provide a copy of the student statement reflecting this credit balance.**
 - The student statement can be obtained by the student using MYTC3 access.
2. Student must demonstrate extraordinary need by documentation.
 - Documentation is required. Examples include eviction notice from a landlord or a disconnection notice from a utility company or an auto insurance bill showing due date prior to normal disbursement time.
 - **Documentation must be the original bill (or photocopy) in student's name, on letterhead, and include current date. Estimates for car repairs must be on letterhead and addressed to student.**
3. Student must be in good academic standing and attendance.
4. Student may apply for an Emergency Cash Advance **only once** per term.
5. Student must complete the attached application and submit it with appropriate documentation. Please turn in this request as soon as it is completed.

**EMERGENCY CASH ADVANCE REQUEST
AND
PROMISSORY NOTE
TOMPKINS CORTLAND COMMUNITY COLLEGE**

Please only check one box:

- **If approved, I will pick my check up on Wednesday between Noon and 4:00pm.** All checks not picked-up will be mailed to the address on MYTC3 or the below address, if that address is different.
- **If approved, I would like to have my Emergency Cash Advance mailed to the address on MYTC3 or I prefer to have the Advance mailed to the address below:**

Name: _____ **Student ID:** _____

Phone number: _____ **Semester:** _____ **Amount requested:** _____

Reason for request: Must be supported by **ATTACHED DOCUMENTATION** unless you are requesting \$75 or less.

I, _____, agree to repay Tompkins Cortland Community College the amount
(print name)
Amount of \$ _____ from the first credits that occur on my student account. This deduction will
satisfy payment of my obligation to the College for this Emergency Cash Advance. **I understand that I am
responsible to repay this Cash Advance should the expected funds that this advance is based on are not
received by Tompkins Cortland Community College.** I am aware that a collection fee will be added to the
total due if it becomes necessary to refer this Emergency Cash Advance to the Collection Agency.

Signature _____ Date: _____

Student Accounts and Financial Aid Office Use Only

Rev January 2026

Tompkins Cortland Community College
studentaccounts@tompkinscortland.edu
Panther Welcome Center
607-844-6580

Enrolled credits _____ Date _____ Financial Aid not showing as credit yet _____

Denied: by: _____ Date _____ Reason _____

Approved Amount \$ _____ Approved by: _____ Date _____