

## Emergency Textbook Fund (ETF)

CT State Community College Norwalk campus has a capped amount of funds available to students who are facing financial hardships and cannot afford to rent or purchase their textbooks.

Students must submit a completed Emergency Textbook Fund application for the request to be considered.

Textbook assistance is provided based on the availability of funds.

### **Important Information (Please read thoroughly before filling out application)**

- Students must have a current year FAFSA on file to determine Financial Need.
- Students must be registered for the semester in which they are requesting textbook assistance. Course registration will be verified after completion of an ETF application.
- Students may submit only one application; the application may contain only textbooks required for the classes being taken that semester. **Unfortunately, textbook assistance for a repeated course will not be approved.**
- ***Please be advised this is an Emergency Fund. A student can only apply for this scholarship one time.***
- If a rental or digital version of the textbook is available we strongly encourage you to receive that version of the textbook.
- Applications will be available through the first two week of classes- or until funds are exhausted, whichever comes first.
- Students are required to write a statement (80-word minimum) to explain the financial barrier(s) preventing them from purchasing required books and to discuss how the book grant will help them achieve their educational goals.

If the application is approved, students can receive up to **\$500** for textbooks (new, used or rentals) at the Follett Bookstore on the East campus. Students can maximize their award by using the book rental option (the student is responsible for following all book rental program guidelines).

### **Other Textbook Resources**

The CT State Community College Norwalk campus library provides access to textbooks (some available online), supplementary readings, video, audio and other materials that have been placed on reserve by faculty. Students with a valid student ID may borrow reserve items to use inside the library for a 90-minute period. Reserve items are non-circulating, which means they cannot be taken out of the library. For more information visit the Library on the 1<sup>st</sup> floor of the East Campus, Call: 203-857-7200 or Chat: [library.ctstate.edu/Norwalk](http://library.ctstate.edu/Norwalk).

## **Frequently Asked Questions**

### **1. Who can apply for Textbook Assistance?**

Current students who do not have enough financial aid to cover the cost of their textbooks.

### **2. What can disqualify me from receiving Textbook Assistance?**

**GPA less than 1.7** (student must have a minimum of 1.7 to qualify); **a HOLD on account** (you must clear any holds from your account in order to qualify); Sufficient financial aid (**students who receive enough financial aid to cover textbooks are not eligible**); Incomplete financial aid (your application cannot be evaluated until all financial aid has posted to your student account).

### **3. How will I know if I have been awarded Textbook Assistance?**

An email from the Dean of Students office will be sent to your CT State email address with information on your award and next steps. Students who do not qualify will receive an email with the reason for denial.

### **4. How much will I be awarded?**

The amount awarded will depend on your out-of-pocket expenses for the semester (the cost of tuition, fees, and textbooks less financial aid that you have been awarded), as well as the cost of the textbooks that you will need for the semester. The **maximum** award per student will be \$500, and funds will be awarded on a first-come, first-served basis as funds are available.

### **5. What can I use my Textbook Funds for?**

Required textbooks for your program (textbooks, workbooks, digital course materials, such as MyMathLab, and eBooks). Funds cannot be used for supplies, apparel, food, or anything other than textbooks and the accompanying digital course materials. Funds have no cash value and may only be used at the Follett bookstore on campus.

### **6. I've been approved for Textbook Assistance... now what do I need to do?**

Stop by the Follett bookstore on campus anytime during the store business hours with your student ID and a copy of your current semester schedule. Be sure to let the cashier know that you will be using an ETF scholarship to help pay for the books.

### **7. What if I have questions or need help with my application?**

For questions regarding textbook assistance requirements, please contact us at [nk-deanofstudents@ctstate.edu](mailto:nk-deanofstudents@ctstate.edu)

## Emergency Textbook Fund Application

In order to qualify for Textbook Assistance, you must have a minimum GPA of 1.7 and be registered for the semester in which you are requesting textbook assistance. The application may contain only textbooks required for the classes being taken that semester. *Unfortunately, textbook assistance for a repeated course will not be approved.*

Your student account must be free of any HOLDS and you must have a completed FAFSA application on file. **Students who receive enough financial aid to cover textbooks are not eligible.**

The **maximum** award per student will be **\$500**. Funds will be awarded on a first-come, first-served basis depending on availability. Approval will be sent directly to the Follet bookstore and funds will be applied automatically at checkout.

Please fill out and submit completed applications to: [nk-deanofstudents@ctstate.edu](mailto:nk-deanofstudents@ctstate.edu)

Name:	Student ID: @	Semester:
College Email:		
Program of study:		
Are you currently registered for the semester you are requesting textbook assistance? Y N		
Have you submitted your FAFSA application? Y N	Have you been awarded a Scholarship? Y N	
Which course(s) do you need Textbooks for? <i>(Please include CRN for each course)</i>		
1. _____	3. _____	
2. _____	4. _____	
Students are required to write a statement (80-word minimum) to explain the financial barrier(s) preventing them from purchasing required books and to discuss how the book grant will help them achieve their educational goals (use additional pages if needed).		
By signing below, I hereby acknowledge that I have completely read and fully understand the eligibility requirement for the Emergency Textbook Fund and certify that all the information I have provided is true and correct to the best of my knowledge.		
_____ Signature		_____ Date