

## Form - Emergency Fund

### Student Services



This form is intended to help a student who is experiencing a one-time and **urgent** financial difficulty that could jeopardize his/her studies and who cannot wait until the scholarship competition period.

By completing this form, the student is requesting additional financial assistance to help remedy the situation.

It is intended for students who meet the following criteria:

- Be a student at HEC Montréal.
- Not being a visiting exchange student.
- Demonstrate a specific and **urgent** need for financial assistance (i.e. short-term precarious financial situation).

Once you have completed your form, send it by email to [sae.bourses@hec.ca](mailto:sae.bourses@hec.ca). You will then be contacted to make an appointment with an advisor.

### 1- Terms and conditions

By completing this form, I declare that the information provided is true and complete and I agree that all members of the emergency fund award panel (employees of the School, all subject to confidentiality agreements) may have access to my personal and academic information. I authorize Student Services to verify the accuracy of all information on my form. In the event that any data is inaccurate, I understand that my application may be cancelled without notice. HEC Montreal reserves the right to prosecute any person for fraud or attempted fraud.

I accept the above conditions:

Date of the request:

### 2- Identification

Student number :

Statut in Canada :

Email address :

Phone number :

Place of study for the  
current session :

### 3- Studies at HEC Montreal

Study program :

Study plan :

Number of credits accumulated :

*(Write N/A if this is your first session at school)*

Overall cumulative average :

*(Write N/A if this is your first session at school)*

### 4- Personal situation

Marital status :

- Joint occupation :
- Joint salary :

Number of dependent children :

Parents' situation (if you are under 35 years of age):

- **Mother** Occupation :
- Gross annual salary for the last year :
- **Father** Occupation :
- Gross annual salary for the last year :
  - o Number of children dependent on your parents :

## 5- Financial situation

Are you currently employed? If yes, how many hours do you work per week?

Do you benefit from the Student Financial Aid ?

Have you received an CERB - CESB? If yes, how much did you receive?

Have you received a scholarship at HEC Montréal in the past two years?

Explain to the jury your difficult financial situation by mentioning its causes and consequences?  
(Max 300 words)

*(It is important to explain your situation clearly so that the jury can make an informed decision.)*

**6- Estimated budget for the year 2019-2020**

<b>Expenses</b>	<b>Monthly amount</b>
Student fees	
School textbooks	
Grocery and hygiene care	
Housing (including electricity and heating)	
Car payment (gas, repairs, rentals, insurance)	
Phone / Internet	
Public Transport	
Miscellaneous (clothing, leisure, sports...)	
Childcare expenses	
Medical and dental expenses (if not covered by your insurance)	
Traveling	
Other expenses (specify if necessary)	
<b>Total expenses</b>	

Incomes	Monthly amount
Labour (net income)	
Spouse's contribution	
Parents' contribution	
Government Loans and Grants	
RESPs (education assistance payment)	
Government benefit (Employment Insurance, SAAQ, CSST, Child Support, CERB, CESB, etc.)	
Scholarships and/or grants	
Other income (specify if necessary)	
<b>Total incomes</b>	

Debts	Amount
Student Financial Assistance Loans (Portion used)	
Bank loans (excluding student loans)	
Personal loans (relative, friend, etc.)	
<b>Total debts</b>	

<b>Summary table</b>	
Total incomes	
Total expenses	

Do you have a balance to pay on your tuition fees? If yes, indicate the amount?

What efforts are you making with yourself to get out of your difficult financial situation (max 300 words)?

**7- Assistance requested**

When do you need financial support? Briefly explain why.

What is the amount you need?

What kind of help do you need?

Loan

Scholarship

Food aid

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Your attachment must be named as follows: Student number - Emergency fund. You will then be contacted to make an appointment with an advisor.