



Career Learning Center

—of the Black Hills

Student Support Fund Guidelines

The Student Support Fund was created to provide Adult Education students who encounter financial challenges that would prevent them from continuing their education. Funds are awarded as a grant to help students with short-term financial needs.

Fund Provisions

- Student can receive multiple awards in an fiscal year, the total of which will not exceed \$500 without approval from the CLC Director.
- Grants do not have to be repaid.
- Grants are awarded only during the time a student is enrolled in adult education and receiving intense mentoring through the Moving Beyond Trauma to Building Career Pathways Program.
 - Budgeting
 - Financial Wellness
 - Career Interest Assessment
 - Job Seeking
 - Job Retention
 - Soft Skills
 - Goal Setting
 - Community Resources
 - Relationship Building
- The student must provide the invoice to be paid and payment will be made directly to business and/or landlord when appropriate.
- For fuel, food and/or basic needs, a gift card will be given directly to the student.

Qualifying Circumstances, but not limited to:

- Housing/Rent
- Utilities
- Fuel
- Bus Passes
- Vehicle Maintenance
- Childcare
- Employment Uniform/Attire
- Employment Tools
- Education/Training Materials and Supplies

Procedures

1. Student meets with Moving Beyond Trauma to Building Career Pathways Program Coordinator
 - Student and Program Coordinator discuss situation and circumstances
2. Program Coordinator makes final approval
 - Program Coordinator and CLC Director meet to discuss situation and circumstances (if needed)
3. Program Coordinator will request BHSSC to write a check directly to the business and/or landlord requiring payment. Gift cards can be awarded directly to student.