



Supportive Services Guidelines

Contact us at (408) 852-2838 or by email at cws.fs@gavilan.edu. Visit us online at www.gavilan.edu/freshsuccess.

	Textbooks & Supplies	Transportation	Interview Clothing	Rental Assistance	Vehicle Repair	Technology
Required Documents	- Educational Plan with courses for current term listed. - Service Plan for the current term. - Syllabus or other documentation.	- Educational Plan with courses for current term listed. - Service Plan for current term with eligible in person courses.	Current resume on file along with documentation regarding the interview for employment verification.	Active rental agreement must include students name as the responsible payee, address must match student address on file.	- Copy of valid driver's license - Proof of registration and vehicle insurance. - Receipt/quote of vehicle repair within the last 30 days.	- Enrolled in an online course. - Internet/Wi-Fi bill (within last 30 days) in student's name with address matching the address on file.
Maximum Amount	Not to exceed \$3,000 per year.	Up to \$200 per month based on service plan.	Up to two outfits not to exceed \$500/per year.	Not to exceed \$5,000 per year or more than two months' rent.	Up to \$500 per term not to exceed \$1,000 per year.	Up to \$500/per year.
Disbursement Type	Textbook vouchers via Follett Gavilan bookstore, reimbursement via Financial Aid monthly check run, or FS will purchase directly.	Gas Cards, Bus Tokens, or payment via Financial Aid monthly check run.	Advance payment or reimbursement via Financial Aid monthly check run.	Advance payment via Financial Aid monthly check run.	Advance payment or reimbursement via Financial Aid monthly check run.	Advance payment or reimbursement via Financial Aid monthly check run.
Additional Requirements & Information	Textbooks are automatically ordered for eligible students 2-3 weeks prior to the term's start or as soon as the student has all required documentation.		- Students must meet with the Fresh Success Program Specialist to review eligibility, complete a three-month budget, and assess required documents. - Disbursements take place during set financial aid check runs which vary each term. - Students must be in good standing with Gavilan College FS program as well as have a current educational and service plan on file and have a current Financial Aid application on file demonstrating unmet need. - Required documents must be submitted prior to the scheduled Service Appointment. - Services are available as funding allows.			



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