

Emergency Grant/Loan Fund

INTRODUCTION

The Emergency Grant/Loan Fund is designed to provide students with financial assistance in cases of emergencies. This fund is designed to help students who have suffered personal property loss, emergency medical needs and other unforeseen emergency expenses. The Financial Aid & Scholarship Committee will determine if an Emergency Grant or Emergency Loan will be awarded.

WHO IS ELIGIBLE?

An Emergency Grant or Emergency Loan may be offered to any student who is currently enrolled in a degree program and is meeting Satisfactory Academic Progress guidelines.

CRITERIA FOR AWARDING

- 1) Need for assistance must be of a critical nature situation.
- 2) Students must be enrolled in a degree program.
- 3) No student may receive more than one disbursement each semester, not to exceed three times per year.
- 4) The maximum award will be \$500.
- 5) Students must complete an Emergency Grant/Loan application stating the nature of the emergency, provide supporting documentation, and an amount requested.

PROCEDURE

- **Student submits application and all documentation to support the claim to the Financial Aid Office. Financial Aid will email Faculty/Staff referrals for any possible additional information. Application is then forwarded to the members of the Financial Aid & Scholarship Committee for review.**
- **The Committee members have 24 hours to respond to the Chair of the Committee.**
- **The Committee has the final decision on whether to award the student an Emergency Grant, an Emergency Loan, or to decline the request.**
- **The request is made for the funds to be processed by the Business Office and paid to the student. [NOTE: This is an institutional loan or grant - it is NOT a financial aid payment. Emergency loans will need to be repaid directly to the Cashier (i.e. it is not deducted from any future financial aid credit balances)].**

Emergency Grant/Loan Application		
Name	Amount Requested <input type="checkbox"/> \$25 Ingres Food/Gas Card <input type="checkbox"/> Emergency Grant (\$500 max) <input type="checkbox"/> Emergency Loan (\$500 max)	
Student ID		
Address		
City	State	Zip Code
Home Phone Number	Cell Phone Number	
Have you received the Emergency Grant or Loan before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____		
Do you have a Faculty or Staff referral? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which Faculty/Staff member made the referral? _____		

Briefly describe your emergency situation below, specifying how the funds would be used (provide documentation, if applicable). To help us understand your need, explain anything you feel is relevant.

By signing this application, I understand the following:

1. An Emergency Grant or Loan is offered to students who are currently enrolled in a degree program and maintaining Satisfactory Academic Progress.
2. Students are allowed only one emergency grant or loan per semester.
3. My referrals may be contacted for recommendation and/or information.
4. An emergency implies a combination of critical, *unforeseen* circumstances, which require immediate action. Personal items and costs associated with attending school such as tuition, fees, books, pens/pencils, calculator, etc. ARE NOT considered an emergency.
5. Each application for emergency funds will be regarded individually, on a case-by-case basis.
6. Emergency Loans must be repaid by the end of the current semester to the Cashier (i.e. they will not be deducted from any financial aid credit balance the student may receive). Students may not receive an official transcript or register for a subsequent term until the loan has been repaid.

Signature _____ Date _____

FINANCIAL AID OFFICE USE ONLY

Date _____ Approved _____ Denied _____

Amount Granted \$ _____

If Denied, Reason for Denial: _____

FA & Scholarship Committee Chair Signature _____