



Approval Date: 06/17/14
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ADMINISTRATIVE RULE

Rule Number/Name:	050.026.000 – Student Emergency Grant Fund
Responsible Department:	Student Services
Authority:	Vice President of Student Services

Overview

The Columbia Gorge Community College Foundation Board of Directors (Foundation) established a Student Emergency Grant Fund. The Foundation is a separate entity from Columbia Gorge Community College (College), subject to its own governing policies. The College shall cooperate with the Foundation in providing pertinent information to assist the Foundation Board or Foundation Scholarship Committee in conferring these awards.

Applicability

Student Services Staff, Students

Administrative Rule Statement

Each year the Foundation Board will earmark funds to provide emergency assistance to students facing critical financial needs. The fund will be distributed and managed according to CGCC Operating Procedure 030.026.001 – Student Emergency Grant Fund Procedure, established between the Foundation Office and Financial Aid Office.

The College has been given the discretion to approve emergency grants within the following guidelines and budget parameters set by the Foundation Board.

- \$500 lifetime maximum.
- At least half-time enrollment required during requested term with 12 or more previously earned credits.
- Minimum cumulative GPA ≥ 2.00 .
- Need must be related to class attendance.
- Payment of tuition and fees must be current (paid in full or Installment Plan in effect).

Students should not contact the Foundation Office directly for an emergency grant.

Definitions

The Student Emergency Grant Fund shall be used to assist student who find themselves in a temporary emergency situation where continuing to attend classes would be an undue hardship.

Emergency situations are generally sudden, urgent, usually unexpected or requiring immediate action and resulting in a temporary financial hardship which will be resolved in the near term.

A temporary financial hardship is one caused by a defined, time-limited, specific event such as auto repairs, illness, or loss of employment.

Interpretation of Administrative Rule

The Chief Academic and Student Affairs Officer in consultation with the CGCC Foundation Board, as needed.

Cross Reference to Related Administrative Rules

None.

Further Information

Director of Financial Aid
financialaid@cgcc.edu
541-506-6038

Strategic Direction

KFA 2: Students

Appendix

1. CGCC Foundation Emergency Grant Request
2. CGCC Operating Procedure 050.026.001 – Student Emergency Grant Fund
3. CGCC Administrative Rule 090.003.000 – CGCC Foundation/CGCC Interagency Relationship