

Financial Aid
Foundation Emergency Grant Process

Purpose: To assist students with temporary emergency grant funds.

Area of Responsibility: Financial Aid

Operation Procedure Details: Students request the Emergency Grant Request form from Student Services. Financial aid staff will review the request for eligibility and forward forms to the Director of Financial Aid for processing.

Students needing temporary emergency grant fund assistance may request an amount based on the following guidelines:

- \$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).
- Checks will be written by the Business Office to the recipient for approved amount only.
- Decision of the committee is final, there is no appeal process.

Definition:

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.

The approved amount will be based on what the student actually needs (not to exceed the maximum). The following steps will be taken to process any request for funds.

1. The form titled “Foundation Emergency Grant Request” can be found on the shared drive at, g:\shared\stuserv\financialaid\2013-14 Forms.
2. Students will submit the completed form to the Financial Aid Office.
3. Financial aid staff will:
 - a. Review the form.
 - b. Determine the student status and the need for funds based on their written statement and relevant documentation. *For financial aid students: if financial aid funds can be processed within one business day of the request then emergency funds may potentially not be utilized.*
 - c. Review the documentation (if applicable) for relevancy. Financial aid staff will follow-up with the student if additional documentation is needed to process the request.
 - d. Sign and date the form.
 - e. Forward the original form and documentation to Director of Financial Aid for review and processing.
4. Director of Financial Aid will review the request.
 - a. If approved, the Director will:
 - i. Note on the form the approved amount of funds.
 - ii. Sign and date the form.
 - iii. Add the funds titled, “Foundation Emergency Grant” to an award letter whether the student is in financial aid or not and post the funds to the student’s AR account.
 - iv. Send a revised Award Letter to the student.
 - v. Submit the form and documentation to the Student Services staff for scanning onto the student account.
5. Student Services staff will:
 - a. Scan the form and any documentation onto the student account.
 - b. Create a PDF file and forward it to the Business Office Cashier for processing then forward all original documentation to Business Office for year-end reconciliation purposes.
 - c. If denied, the Director will:
 - i. Send a letter to the student notifying them of the reason, or
 - ii. Request the Financial Aid Specialist(s) to complete the student’s financial aid file for processing of their financial aid funds.

6. Business Office Cashier will:
 - a. Receive a PDF copy of the Foundation Emergency Grant Request form via email and originals via campus mail.
 - b. Verify the mailing address on the form with the address on record and update as necessary.
 - c. Process a refund check of the approved refundable grant amount through the normal check cutting procedure on the normal processing schedule unless a faster processing timeline is requested from Financial Aid Staff.
 - d. Notify any students who elect to pick up their check, that the foundation emergency grant refund check is ready.
 - e. Mail the refund check to the students who elect to have it mailed.

Forms:

Foundation Emergency Grant Request Form

References:

AR – 030.026.000 – Student Emergency Grant Fund

OP – 030.026.001 – Student Emergency Grant Fund Procedure