

STUDENT AFFAIRS EMERGENCY FUND GUIDELINES

The purpose of the Student Affairs Emergency Fund is to assist Spelman College students during times of crisis by providing financial support where a clear need exists. This fund supports students whose hardship is interrupting their successful matriculation and is to be used after all other financial resources have been exhausted.

ADMINISTRATION OF THE FUND

The Student Emergency Fund is administered by the Office of Student Affairs in consultation with the appropriate faculty or staff member(s) of the review board. The Office of Student Affairs will remind students, faculty, staff, and administrators of the existence of the fund and guidelines regarding its use at the beginning of each semester. All requests must be submitted in writing (by the student or the involved faculty/staff member) and approved by the review committee before any funds are released. Also, depending on the nature of the need, the assistance will be offered in the form of gift cards and direct payment to an outside vendor. *

Further, it is expected that the student needing financial assistance will have first exhausted their immediate support network (i.e., family, friends). This will ensure the availability of funds for a greater number of students who lack the financial resources to cover unexpected emergency expenses. The "Emergency Fund Request" form is available on the website at <https://www.spelman.edu/student-life>. Students may be asked to submit additional documents (lease agreement, utility bill, etc.) to support their request. All applications will be reviewed by the committee and, for approved expenses, funds will be made available as soon as possible.

WHAT ARE EMERGENCY FUNDS?

Spelman College provides Emergency Funding to support student success, retention, and completion by providing grants for students, like yourself, to overcome financial barriers you may encounter. As part

of the Emergency Funding process, we will connect you with other resources on campus and in the

community to assist with additional barriers that students experience while in school.

Submissions can be made at any point in the semester and is a one-time award for the duration of your matriculation at the college.

WHAT CAN EMERGENCY FUNDS BE USED FOR?

Emergency Funds assist students with unforeseen expenses outside of tuition, fees, medical expenses, auto-loans, and textbooks that may cause a student to withdraw from school. Awards vary based on need and availability of funds. Awards are also available for costs associated with leaving campus due to COVID-19.

POSSIBLE EXPENSES COVERED BY THE EMERGENCY FUND

(this list is not exhaustive):

Funds can be accessed for, but are not limited to the following reasons:

- Replacement of essential personal belongings due to fire, flood, theft, or natural disaster
- Emergency or temporary housing assistance
- Safety needs (i.e., changing a lock)
- Imminent documented eviction
- Imminent cessation of utilities
- Travel costs related to a COVID-19 death or illness in the immediate family
- One-month assistance with food, rent (must show proof of residency) or utilities due to an emergency.
- Emergency transportation costs related to a family death or illness (gas, flight, or bus ticket)

The Office of Student Affairs will review other emergencies that will impact a student's ability to participate in their academic career fully.

EXPENSES NOT COVERED

(this list is not exhaustive):

Following are some examples of circumstances that would generally not constitute an emergency and are not eligible for emergency fund support:

- Money to pay for bills from the student's account, books, or supplies (See Textbook Assistance Fund)(i.e., tuition, fees, health insurance, and study abroad costs.)
- Non-essential utilities (i.e., cable), household, or furniture costs not related to damage or theft.
- Reimbursement for paid expenses.
- Parking tickets
- Auto loans and insurance

- Circumstances where funds are readily available through a student's immediate support network (family and friends)
- Costs for entertainment, recreation, non-emergency travel, or other non-essential expenses.
- Past-due medical bills
- Mortgage for family homes

STUDENT ELIGIBILITY

Students should:

- Be a student who is currently enrolled at Spelman College
- Applicants must have an immediate financial hardship resulting from an emergency, accident, or other unexpected critical incident.
- The expense must be unexpected, unforeseen, and the urgent nature unavoidable.
- Applicants must complete all questions in full and submit official supporting documentation.
- Have not previously received Student Emergency Funds
- Be facing a verifiable, documented and unforeseen financial emergency

Spelman College does not discriminate against individuals on the basis of race, color, creed, national origin, sex, disability, age, religions, honorably discharged veteran or military status, or sexual orientation.

APPLICATION AND AWARD PROCESS

Requests for financial assistance can be submitted by a student or on behalf of a needy student by another student, faculty member, staff member, parent, friend, or relative. The request should be made in writing using the "Emergency Fund Request" form available on the website. Final approval of both the request and the amount of money requested lies with the VPSA or Dean of Students after the review committee has made a recommendation. Funds are limited and based on current funding availability. To ensure that the greatest number of students in need receive assistance, recipients may receive partial help with basic life needs.

Application guidelines:

1. Must have a GPA of a 2.0 or higher
2. Must be in good conduct standing
3. Complete the Student Emergency Grant application
4. Allow at least 2-3 business days for processing
5. Provide any additional documentation that is requested
6. Notification will be via the student's Spelman College email address.

APPLICATION AND FUNDING DECISIONS:

The online application must be completed to begin the review process. You will receive a letter via email with a decision for your request.