



	<b>Administrative</b>
<b>Policy Type:</b>	Harriet Meyer Student Emergency Fund
<b>Policy Number:</b>	1504
<b>Date Adopted:</b>	10/19/2011
<b>Version:</b>	4.0
<b>Reviewed Cycle:</b>	Biennial
<b>Date Last Reviewed:</b>	11/25/2018
<b>Office Responsible:</b>	JC Foundation
<b>Reviewing Committee:</b>	Leadership Council
<b>Related Policies:</b>	N/A
<b>Related:</b>	Harriet Meyer Student Emergency Fund Application

**Policy Summary:**

Emergency funds have been donated by friends of the College who are interested in helping students remain in school when faced with an unexpected financial challenge. When funding is available, grants are provided to meet emergency needs up to \$500 per academic year that would otherwise prevent students from continuing their education at Jackson College.

**Definition:**

JC Foundation provides Harriet Meyer Student Emergency Fund (Fund) interim financial assistance to support student success, retention and completion. The Fund assists students through the removal of financial barriers students may encounter. The Fund targets students ready to succeed but are unexpectedly plagued by financial barriers. The Emergency Fund process is an educational opportunity in which applicants gain awareness of planning for financial and academic success. Students are asked to repay the interim financial support at some future point, though there is no penalty for non-repayment.

**Policy Statement:**

Support shall be awarded on the basis of demonstrated need and in accordance with the criteria specified below. The assistance is not intended to substitute for the regular Foundation scholarships or other financial aid for which the student is eligible. Students wishing to be considered for emergency support must agree to and/or meet the following requirements and conditions:

1. Student must demonstrate that emergency support is directly tied to their ability to remain in school
2. Student must be enrolled at JC at the time of application for support.
3. Student is required to file a HMSEF application, which requires an instructor or staff member recommendation, and have a member of the financial aid office complete the application.
4. These funds will cover emergency (unexpected or anticipated) needs and not be made available for ongoing needs (rent, medication, car payments) or expenses beyond one-time emergencies.



5. Funds will not be made available for regular or normal educational expenses, such as tuition, fees, text books, course packs, past due balances, etc.
6. Checks will be made payable to the company or organization owed and not payable directly to the student. Supporting documents (invoices, quotes, etc.) must be presented with application.

**Change Log:**

<b><u>Date Of Change</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
12/23/13	Updates done by committee	S. Phelan
7/9/2014	Policy Updates	B. Robinson
9/29/2014	Policy Update/Removed Instructions	J. Valente
11/28/18	Policy Update	J. Valente