



	<b>Administrative</b>
<b>Policy Type:</b>	Student Emergency Fund
<b>Policy Number:</b>	LC-1504
<b>Date Adopted:</b>	10/19/2011
<b>Version:</b>	5.0
<b>Reviewed Cycle:</b>	Biennial
<b>Date Last Reviewed:</b>	6/3/24
<b>Office Responsible:</b>	JC Foundation
<b>Reviewing Committee:</b>	Leadership Council
<b>Related Policies:</b>	N/A
<b>Related:</b>	Student Emergency Fund procedure

### **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 that would otherwise prevent students from continuing their education at Jackson College. The JC Foundation will determine amount of support based upon fund availability and in compliance with the procedure manual adopted by the appointed review committee.

### **Definition:**

JC Foundation provides 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.

### **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 must meet same academic eligibility as Satisfactory Academic Process (SAP) for Financial Aid purposes.
4. Student is required to file an online request for funds, or a JC staff member can do this on behalf of the student.
5. Funds will not be made available for regular or normal educational expenses, such as tuition and past due balances, but can assist with the fees for setting up a payment plan.
6. Monies granted for on-campus housing damage deposits due will be returned to the Fund, and not the student, at move-out should no room damage charges be incurred.
7. If approved, checks will be made payable to the company or organization owed when possible and when it does not violate FERPA, if student permission is granted. Supporting documents (invoices, quotes, etc.) must be presented with application.
8. If a student submits a request that is denied and responds with a request for something else, they must submit a new form with a new statement of how funds would assist with remaining in classes as well.

**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
6/3/24	Policy Update Version 5.0	J. Hand