

STUDENT EMERGENCY FUND

The Student Emergency Fund was created to assist ACC students who encounter an unforeseen financial emergency or catastrophic event which would otherwise prevent them from continuing their education at ACC. These funds are not intended to be used for routine expenses or as a consistent supplement to a student's education funding sources. Requests must be urgent in nature.

Qualifying Examples

Consideration will only be given to applicants that have experienced an unforeseen financial emergency and/or catastrophic event. Examples include:

- Significant uncovered medical expenses related to self, spouse, or child.
- Loss of housing due to natural disaster, fire, etc.

Eligibility

To be eligible for consideration a student must:

- Have already completed at least 15 credits at ACC
- Be registered for at least 6 credits in the semester when the emergency funds would be applied
- Be able to demonstrate his/her current financial need with supporting documentation
- Have a minimum 2.0 GPA and 50% credit completion rate and be in good standing

Award

The Student Emergency Fund will award *up to* a maximum of \$500 per student. These funds will not be awarded to the same student in consecutive semesters.

Procedures

- 1) Student completes the *Request for Student Emergency Fund* application;
 - Student Information and Student Financial Information sections are to be completed by the student
 - Recommendation section to be completed by an ACC Faculty member, ACC Counselor or other ACC representative.
- 2) Financial Aid Office attaches copy of student's ACC transcript and Financial Aid screens along with application to be reviewed.
- 3) Committee convened by Director of Financial Aid; Committee reviews and makes decision.
- 4) Director of Financial Aid notifies student of committee's decision.

Requests will be reviewed and responded to within 5 business days from the date the application is received by Financial Aid Office.

Review Committee

- Terry Bazan—Committee Chair, Director of Financial Aid
- Kathleen Christensen—Vice President, Student Support & Success Systems
- Stephanie Diina-Dempsey—Executive Director, ACC Foundation
- Richard Griffiths—Research Initiatives Coordinator, Effectiveness & Accountability
- Gerry Tucker—Vice President, Human Resources



REQUEST FOR STUDENT EMERGENCY FUND APPLICATION

Eligibility

I have completed at least 15 credits at ACC [] YES [] NO

I am/will be registered for at least 6 credits for the semester in which I am requesting funds. [] YES [] NO

I have at least a 2.0 GPA and 50% completion rate at ACC. [] YES [] NO

If you answered yes to ALL questions above you are eligible to apply. Please follow the application instructions listed below.

Application Instructions

- Complete Student Information and Student Financial Information sections of application form
Have ACC Faculty, Counselor or other ACC representative complete Recommendation Section
Attach documentation explaining circumstances
NOTE: Documentation must be attached to all requests

Completed application may be submitted to any campus Financial Aid Office or faxed to Director of Financial Aid at 512-223-7963

Student Information

Name ACC ID#

Address City ST Zip

Phone (home) (work) (cell)

Other (e-mail/fax)

Briefly describe your unforeseen financial emergency or catastrophic event and how these funds will help alleviate your circumstances. Itemize the specific funds needed (daycare, rent, utilities, etc...) Please describe how you will manage your future financial needs if continued funding is needed. (Attach additional page(s) if necessary.)

Four horizontal lines for describing the emergency and future needs.

Amount Requested: \$

How will you use funds? (Documentation must be provided)

- Living Expenses Tuition Transportation
Medical Expenses Books Other

I affirm that all information on this application is complete, true, and correct and that I am in need of these funds in order to continue my education at Austin Community College.

Student Signature

Date

Student Name: _____ ACC ID: _____

Student Financial Information

To be completed by the applicant.

Are you currently employed? Yes No If so, monthly income: \$ _____ Employer Name: _____
 Marital status: _____ Number of Dependents: _____

Estimated Costs (per month)		Estimated Income (per month)	
Rent/Mortgage	Amount: \$ _____	Earnings of student	Amount: \$ _____
Food	\$ _____	Earnings of spouse	\$ _____
Transportation	\$ _____	Parent's contribution	\$ _____
Utilities	\$ _____	Savings	\$ _____
Child Care	\$ _____	Child Support received	\$ _____
Cell Phone	\$ _____		
Cable/Internet	\$ _____		
<i>Other expenses:</i>		<i>Other resources (Including TANF, DARS,SSI...):</i>	
Expense: _____	\$ _____	Resource: _____	\$ _____
Expense: _____	\$ _____	Resource: _____	\$ _____
Total Expenses Per Month	\$ _____	Total Income Per Month	\$ _____

Faculty/ Counselor/ ACC Staff Recommendation

To be completed by an ACC Faculty member, Counselor or other ACC representative

ACC Faculty/Counselor/Staff Representative Name: _____ Campus: _____

Comments: _____

 ACC Faculty/Counselor/Staff Representative Signature

 Date

COMMITTEE USE ONLY

_____ <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ <input type="checkbox"/> Yes <input type="checkbox"/> No
Terry Bazan - Committee Chair Date	Kathleen Christensen Date
_____ <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ <input type="checkbox"/> Yes <input type="checkbox"/> No
Stephanie Diina-Dempsey Date	Gerry Tucker Date
_____ <input type="checkbox"/> Yes <input type="checkbox"/> No	
Richard Griffiths Date	

Request approved for _____ Request denied

Funds not available

Incomplete application

Request not unforeseen or "catastrophic" in nature

Other: _____

Student notified _____ (Date)