

Student Emergency Fund Guidelines

HISTORY AND PURPOSE

The purpose of the Student Emergency Fund is to provide compassionate assistance to students in emergency situations. This special fund was begun in 1999 as a project sponsored by the Parents Council of George Fox University. It is intended to assist students during times of crisis by providing financial support where a clear need exists. Typical applications of this fund might include the purchase of airline tickets (or provision of gas money) for a student to go home to attend the funeral of an immediate family member, money to help cover a medical emergency (where insurance coverage and/or GFU Health Center offerings are inadequate), money for groceries where there is financial exigency, or other crisis situations.

Because these funds are made available through the generosity of the family and friends of undergraduate students, they are intended to provide financial assistance for current George Fox University undergraduate students only. Tax-deductible contributions to this fund can be made through the Advancement Office of George Fox University (phone # 530-554-2110).

ADMINISTRATION OF THE FUND

The Student Emergency Fund is administered by the vice president for student life (VPSL) in consultation with the appropriate staff member(s). He or she will prepare and submit an annual report to the Parent's Council summarizing the use of the fund, including types of expenditures and amounts. This report will be prepared at the end of the academic year and submitted to the Parent's Council at their fall meeting.

The VPSL 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 staff member) and approved by the VPSL before any funds are released. This will provide an appropriate tracking mechanism and ensure that the funds are used for the designated purpose(s).

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 in the Student Life Office and funds can typically be made available within twelve (12) hours of the request, except on weekends which may require 24-48 hours.

REQUEST PARAMETERS

The maximum amount of money that can be requested from the Student Emergency Fund is \$500.00 except in exceptional circumstances as approved by the VPSL. Funds can be accessed for, but are not limited to the following reasons:

- Death or illness in a student's immediate family (purchase of plane tickets, gas money to drive home)
- Medical emergencies – only after consultation with the GFU Health Center (purchase of prescribed medicine, etc.)
- Food, clothing, or shelter where there is financial exigency (money for groceries, temporary shelter in cases of fire or similar circumstances)
- Short-term, limited professional counseling and/or assessment – after initial consultation with GFU Counseling Center

Following are some examples of circumstances that would not constitute an emergency activating the Emergency Request Fund:

- Money to pay for school bill, books, or supplies
- Automobile repairs or maintenances (except in extenuating cases where there is clear financial exigency as determined by the VPSL in consultation with the appropriate staff member/s)
- Circumstances where funds are readily available through a student's immediate support network (family and friends)

REQUEST PROCESS

Requests for financial assistance can be submitted 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 in the Student Life Office on the third floor of the Stevens Center. Final approval of both the request and the amount of money requested lies with the VPSL or his/her designate.

Once the forms are complete please return them to the office of the Vice President of Student Life:

Brad Lau

Vice President of Student Life

Box # 6148

503-554-2312

Fax # 503-554-2339

blau@georgefox.edu

For more information and assistance, please contact:

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