

# Student Emergency Fund Guidelines

## **HISTORY AND PURPOSE**

The purpose of the Student Emergency Fund is to provide compassionate assistance to undergraduate students in emergency situations. 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 in other crisis situations.

## **ADMINISTRATION OF THE FUND**

The Student Emergency Fund is administered by the vice president for student life (VPSL) in consultation with the appropriate faculty or staff member(s). The office of 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 faculty/staff member) and approved by the VPSL before any funds are released. In addition, depending on the nature of the need, the assistance will be offered in the form of gift cards, direct payment for a good or service, and/or receipts must be provided to ensure that 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 or on the website at [ssn.georgefox.edu](http://ssn.georgefox.edu) and funds can typically be made available within 12-24 hours of when the request is approved, 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 generally 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 or on the website at [ssn.georgefox.edu](http://ssn.georgefox.edu). Final approval of both the request and the amount of money requested lies with the VPSL or his/her designee.

**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](mailto:blau@georgefox.edu)

**For more information and assistance, please contact:**

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