

Date of request: _____

Name of student: _____ Student ID # _____

Phone: _____ E-mail: _____

Address (Street, City, State, Zip Code): _____

Name of person submitting request (If other than the student): _____

Phone: _____ Email: _____

Relationship to student needing funds: Self Supervisor Coach Professor/Instructor Other _____

Total amount of funds requested: _____ Date needed: _____

Please explain in detail the purpose for which funds are needed: _____

_____**Please confirm the following statements by marking the checkboxes:** I have read the Student Emergency Fund Guidelines and believe this request in in line with guideline requirements. I understand that Financial Aid and Student Financial Services may be contacted to confirm that the recipient of these funds has actual financial need.Signature of requestor: _____ Date: _____

*For office use only:*Request approved: Amount: _____Request denied: Reason for denial: _____

Signature of Vice President of Student Life: _____

George Fox University's Student Emergency Fund Guidelines

Purpose

This fund is intended to assist undergraduate students in emergencies when funds are not readily available through a student's immediate support network (family & friends).

Amount

The Student Emergency Fund is limited to \$500 per student for the time they are enrolled at GFU.

Students must meet the following criteria before application is made:

- Enrolled full-time in classes during the semester the request is being made
- Exhausted other options for raising funds

Request criteria:

- **Family Emergency:** Purchase of plane, bus, or train tickets home due to death or life-threatening illness of a student's immediate family member (Parent, sibling or grandparent)
- **Medical Emergencies:** After consultation with GFU's Health and Counseling Center, purchase medicine, prescriptions, short-term or limited professional counseling or assist in payment for minor procedures not covered by insurance
- **Food, Clothing, Shelter, Gas:** Money for groceries or temporary shelter where there is financial duress due to unforeseen circumstances
- **Rent and Utilities:** Assistance for payment in rent or utilities
- **Automobile Repairs:** Minor repairs in order to maintain access to work and school
- Requests for financial assistance can be submitted on behalf of the student
 - The request protocol should be followed regardless of who is submitting the form
- Final approval of both request and amount of money dispersed is made by the VP of Student Life or his or her designee

Prohibited criteria:

- Money to pay tuition, books, or supplies
 - For textbook assistance - <https://www.georgefox.edu/offices/dso/textbook-assistance.html>
- Automobile maintenance or auto body work
- Circumstances where funds are readily available through a student's immediate support network (family & friends)

Fund disbursement:

- Funds cannot be distributed in cash form
 - Depending upon the nature of the nature of the need, assistance will be offered in the form of gift cards, direct payment for goods or services
 - Receipts must be provided (when applicable) to provide that funds are used for the designated purpose
- Financial aid staff will be consulted to confirm that the student (and when applicable, the student's family) has actual financial need
- Depending upon the request, funds may take up to 5 business days to be available

Send completed form to: Jere Witherspoon – George Fox University - Student Life Office
Fax number: 503-554-2339 | Email: studentlife@georgefox.edu