



STUDENT EMERGENCY POLICY & FUND REQUEST

The intent of the emergency fund is to provide financial assistance to eligible students facing short term, non-recurring financial emergencies that may jeopardize their ability to continue in school. All members of the SMU community will be treated with dignity and respect, including those students who are vulnerable and in need (Rule of Benedict Chapter 53). Students may make one request per academic year. In some cases, only partial need might be considered. Students are not responsible for repaying any funding received through this program.

Eligibility requirements:

- Student must be an undergraduate, currently enrolled in at least 6 credit hours at Saint Martin's University

Possible Expenses Covered by the Emergency Fund

(this list is not exhaustive):

- Medications and other costs related to emergency medical care (not covered by insurance).
- Replacement of essential personal belongings or temporary housing needs, due to fire, theft, or natural disaster that are not covered by insurance.
- Travel costs related to a death or illness in the immediate family (mother, father, sister, brother, etc)
- Text books for classes not covered by other funding.
- Safety related needs (i.e. changing locks, cell phone, short term emergency shelter).
- Transportation needs that impact ability to get to school (car repair, bus passes).
- Overdue utility bills reaching a turn-off notice.
- Sudden loss of housing.
- Temporary support costs for a student in a dangerous situation due to threats or acts of violence.
- Individually recommended or required services that are considered critical to a student's success, for example, diagnostic testing for accessibility resources.
- Support for emergency dependent-related expenses, for example, child-care.

Expenses Not Covered

(this list is not exhaustive):

- Tuition, fees, health insurance, and study abroad costs.
- Non-essential utilities (i.e. cable), household, or furniture costs not related to damage or theft.
- Costs for entertainment, recreation, non-emergency travel or other non-essential expenses.
- Non-essential personal bills such as: credit card, cable, etc.
- Parking tickets, library fines, or other punitive expenses
- Fines, late fees, traffic violations, or court costs

Application Process:

- Students should submit their application to the Office of Student Affairs.
- Decisions on fund distributions are made on a case-by-case basis by the Office of Student Affairs & Dean of Students.



STUDENT EMERGENCY POLICY & FUND REQUEST

Please answer the following items to help us understand your situation and provide the requested information via email to: staffairs@stmartin.edu

Provide your full name, Student ID Number, Cell phone number and the breakdown of amount requesting as follows:

Name: Cell/Phone Number: Student ID Number:		Amount Requesting: \$
1. Please briefly describe your unanticipated financial emergency and how these funds will be used.		
2. Please list (with exact amount of bills) payments you have not been able to make as a result of the unanticipated event.		
3. Please describe any efforts made to obtain assistance for these expenses from other sources (family, community organizations, etc.).		
4. Please explain how these unexpected expenses might affect your ability to remain enrolled at Saint Martin's University.		

Additional information might be requested.

Please review and check the boxes if you agree to the following:

- ☐ I affirm that information included in this form is complete, true and accurate. I will use the Student Emergency Funding only for the purposes specified.
- ☐ This funding is needed for me to continue my education at Saint Martin's University
- ☐ I will submit receipts or other documentation as requested.

Application Procedure: Please submit the application through an email request to the Office of Student Affairs either through email to Dean of Student Affairs or Executive Assistant. If a meeting is necessary, please supply appropriate documentation prior to the meeting. If approved, you will be notified of the aid amount and the method of payment/assistance.

Staff Discretion: Decisions regarding distributions of monies from the Student Emergency Fund will be made on a case-by-case basis by the Office of Student Affairs.

Questions: For additional information about the Student Emergency Fund contact the Office of Student Affairs (360) 438-4367.

Student Signature: _____ **Date:** _____