

Procedure 3.2301

Emergency Grant Procedure

This procedure was developed to financially assist qualified students with emergency situations that may force them to drop out of the College.

General Guidelines:

The maximum amount that any student may receive is \$500 for their lifetime.

Applications for Emergency Grants are reviewed by the Emergency Grant Committee on a case by case basis.

Students are not eligible to receive an emergency scholarship more than once.

Emergency grant funds will be given to students seeking assistance with tuition, books and/or circumstances due to a catastrophic event.

Eligibility Criteria and Consideration Process:

To be qualified for these funds, the student must meet or provide the following criteria:

1. Applicant must meet with the Foundation Executive Director or his/her designee to complete a Foundation "Emergency Grant Application."
2. Applicant must have a current and fully executed Free Application for Federal Student Aid (FAFSA) on file.
3. Applicant must be currently enrolled as a student at the College.
4. Applicant must be enrolled with a minimum of six (6) credit hours.
5. Returning students must be in good academic standing with a cumulative GPA of 2.0 or greater.
6. Applicant must demonstrate proof of the emergency. (i.e. inability to pay for tuition or books or evidence of a catastrophic event)
7. Provide a letter of support from a College faculty or staff member vouching for the applicant's character and commitment to finishing their education.

Evaluation and Notification Process:

Once these criteria have been fulfilled, the application will be reviewed by the Emergency Grant Committee and voted on by the committee within two (2) business days. Should the committee member(s) fail to exercise his/her right to vote on the application within two (2) business days, the Foundation Executive Director or his/her designee will proceed with the majority vote received.

The applicant's previous financial aid and academic records will also be reviewed in conjunction with their request. Once the Emergency Grant Committee has made its determination, the applicant will be notified of their decision. If the committee finds in favor of the applicant, funds will be paid directly to the entity, or entities owed, as soon as possible.

Procedure

The president of the College has the authority to review, evaluate and make a final determination regarding an application. Determinations of the Emergency Grant Committee and/or president are final and not subject to appeal.

References

Legal References: *Enter legal references here*

SACSCOC References: *2.10*

Cross References: [Emergency Grant Policy](#)

History

Senior Staff Review/Approval Dates: *01/04/16, 05/16/16, 9/19/16*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*