



LINDA BULLARD HAMMOND STUDENT EMERGENCY FUND

POLICIES & PROCEDURES

Policy: The Linda Bullard Hammond Student Emergency Fund will provide financial assistance to students who are experiencing a crisis which could prevent them from completing their enrollment requirements during a semester. These Emergency Funds are intended to be a one-time award per individual student.

Procedures:

1. The Foundation Executive Committee will recommend an annual Student Emergency Grant allocation and report to the Foundation Board of Directors annually.
2. Grants provided for student emergencies shall not exceed the annual amount budgeted for this purpose.
3. The Foundation Director is designated to review and has final approval for all Student Emergency Fund referrals.
4. Referral for emergency assistance may be made by a faculty member, employee or anyone affiliated with the college who has information regarding the emergency needs of a student.
5. The maximum amount of any one-time emergency award is \$1,000.
6. Emergency Funds are not to be used where there are other funding opportunities offered through the college.
7. Awards will be made on as needed basis relative to the student fulfilling certificate, degree or diploma requirements.
8. The student may be asked to come to the Foundation Director's office for an introductory meeting.
9. Financial need and performance history will be reviewed prior to making a decision.
10. Emergency Funds will only be requested after all other sources of funding have been exhausted and should address basic, essential needs allowing the student to remain in their course or program of study.
11. Payment will be made only to the agencies rendering service.
12. Requests not meeting student emergency fund criteria may be referred for other student support funds.