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**STUDENT EMERGENCY GRANT FUND**

Through the generosity of SU students, parents, family members, and private donors, a fund is available to provide **emergency financial assistance grants** for critical personal expenses associated with emergency situations while attending the University (tuition and fees are not included). You should also visit the [SU Cares](https://www.salisbury.edu/administration/student-affairs/su-cares/) website for other resources.

The goal of this grant program is to support students in need of immediate and **essential** financial help stemming from a **temporary** hardship that may result in the student withdrawing from the University. The maximum grant is typically $500.00; however, approved amounts may be smaller. Requests from students with past due balances will be reviewed to determine if a grant will assist with the student’s academic completion. Student Emergency Grant Funds are awarded a maximum of one time per year per student from the date of last approval.

**Applications will be considered in consultation with Financial Aid.**

**Examples of critical expenses include:**

* Replacement of certain essential personal belongings because of a disaster (e.g., fire, weather-related)
* Immediate safety (e.g., changing locks to residence because of vandalism or burglary)
* Educational (e.g., books or supplies required for courses)
* Living (e.g., assistance with rent or essential utilities or temporary relocation)
* Unreimbursed and unexpected healthcare expenses (e.g., medical, dental, mental health) if unable to use University resources
* Assistance with essential medications/prescriptions
* Limited travel assistance related to issues covered by the [Emergency Absence Policy](https://www.salisbury.edu/administration/academic-affairs/course-related-policies-and-resources.aspx).

**Eligibility requirements:**

* Completed application: **All** application questions and information must be completed.
* Must be degree-seeking **and** enrolled with a minimum of nine credits in the regular semester **and/or** four credits in the summer or winter sessions (exceptions considered on case-by-case basis).
* Must have considered alternative resources for support (e.g., financial aid, academic area, [SU Cares](https://www.salisbury.edu/administration/student-affairs/su-cares/), local/community resources, etc.)
* Documentation supporting amount (decision may be delayed without documentation). Documentation can be sent via [email](mailto:studentaffairs@salisbury.edu), fax, scanned images, hand-delivery, or regular mail. Documentation can include receipts, bills or statements with specified portion of responsibility, official estimates, letter on letterhead, or email from official agencies.

**How to submit materials or for questions:**

|  |  |
| --- | --- |
| Scan and email all materials and documents | DeanofStudents@salisbury.edu |
| Fax (confidentiality cannot be guaranteed) | 410-543-6069 |
| For general questions, call | 410-677-0022 |

**Part I: Student Information**

**Please type or write clearly.**

|  |  |
| --- | --- |
| Date Applied |  |
| Amount requested (not to exceed $500) |  |
| Student ID |  |
| Email address |  |
| First Name |  |
| Last Name |  |
| **Complete Mailing Address (the check will be mailed here unless arrangements are made to pick-up check on campus which may take longer).** | |  | | --- | | Address: | | Apt/Unit #: | | City: | | State: | | Zip Code: | |
| Best contact phone number |  |
| Undergraduate or Graduate student |  |
| Undergraduate class year (e.g., freshman, sophomore, junior, senior) |  |
| Expected month and year of graduation |  |
| For which upcoming term are you registered? Check all that apply. | [ ] Fall semester [ ] Summer session  [ ] Winter term |
| Current credits enrolled in |  |
| How did you learn of this fund? |  |
| Are you attaching documentation to this request? No documentation could cause a delay in decision. |  |
| Are you willing to write a brief thank you note to a donor if requested? Your answer will have no bearing on the decision. |  |
| Would you like your check to be mailed, or will you pick it up at the SU Foundation House? | [ ] Mailed [ ] Will pick up |

**\*\* OFFICE USE ONLY \*\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Amount** | **Fund/Account** | **Date** | **Authorizing Official** |
|  |  |  |  |

**Part Two: Justification**

**Please respond briefly but with specific details. Type or write clearly. Attach documentation.**

1. **Please describe the factors that contributed to this emergency.**
2. **How will funds be used? Please remember to include documentation. Check all that apply.**

|  |  |
| --- | --- |
|  | Replacement of specific and essential belongings because of disaster |
|  | Immediate safety (e.g., changing locks to residence because of vandalism or burglary) |
|  | Educational supplies required for class. Tuition and fees are not covered. |
|  | Living (e.g., rent assistance to avoid eviction, utility assistance, relocation assistance) |
|  | Food (also visit SU [Food for the Flock](https://www.salisbury.edu/academic-offices/liberal-arts/pace/food-for-the-flock.aspx) pantry) |
|  | Limited travel assistance related to issues covered by [Emergency Absence Policy](https://www.salisbury.edu/administration/academic-affairs/course-related-policies-and-resources.aspx) |
|  | Unreimbursed and unexpected healthcare expenses (e.g., medical, dental, mental health) if unable to use university resources |
|  | Other |
|  | Other |

1. **Please check all other resources you pursued. What were the outcomes?**

|  |  |  |
| --- | --- | --- |
|  | **Resources** | **Outcomes** |
|  | [Financial Aid](https://www.salisbury.edu/admissions/financial-aid/) |  |
|  | Your academic department, college, school, advisor, mentor |  |
|  | [SU Cares Case Manager](https://www.salisbury.edu/administration/student-affairs/su-cares/) |  |
|  | [SU Food for the Flock Pantry](https://www.salisbury.edu/academic-offices/liberal-arts/pace/food-for-the-flock.aspx) |  |
|  | [Health Center](https://www.salisbury.edu/administration/student-affairs/student-health-services/) |  |
|  | Social services, county services |  |
|  | Other |  |

1. **The SU Public Relations Office often looks for inspirational stories to share with donors so we can raise more funds for the Student Emergency Fund. Would you be willing to provide a brief quote, a testimonial letter, make a video, or do an interview to share how funds helped you? You can do this confidentially if you wish. Your answer will have no bearing on the decision.**

|  |  |
| --- | --- |
|  | Yes, I will. Contact me. |
|  | No, thank you. |

*Please check your email to learn of the decision. This grant may be considered taxable income and may impact your financial aid (please consult the FA office).* ***Student Affairs may require receipts or other documentation within two weeks of receiving funds as part of our auditing process.***

**I have read and agree to the conditions noted above and certify that all the information submitted is true and accurate. False or misleading information may be reported to the University’s** [**Office of Student Accountability and Community Standards**](https://www.salisbury.edu/administration/student-affairs/office-of-student-conduct/)**.**

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Signature Date