
Emergency Fund Policies and Procedures

(Updated May 2017)

The Foundation at South Seattle College (SSC) provides Emergency Funds to support student success, retention and completion by assisting the removal of financial barriers students may encounter. The program targets students ready to succeed except for unanticipated financial barriers. The Emergency Fund process is an educational opportunity in which applicants gain awareness of planning for success. Available funding is limited per quarter.

Emergency Funds are a **one-time** award for tuition and fees.

Emergency Funds can be **used once a calendar year** for *required* textbooks, or other unforeseen financial challenges that will inhibit academic progress or completion. **Note:** Textbooks purchased for students will be obtained in collaboration with Cultural Center Textbook Lending Program.

Student Eligibility Guidelines:

- The award is **not** intended to substitute for the regular Foundation scholarship process or the Financial Aid (FAFSA/WASFA) process. **Students who did not meet the Financial Aid deadline are not eligible for tuition assistance.**
- **SAP** – Students not meeting Satisfactory Academic Progress with Financial Aid may or may not be eligible. Please inquire with an Emergency Fund Committee member to discuss your circumstances.
- Emergency Fund awards for BAS degree students are only 50% of tuition and fees.
- Students must:
 - Have completed at least one quarter at SSC.
 - Have a GPA of 2.0 or higher at SSC (verified by copy of a Degree Audit).
 - Be pursuing, at SSC, a certificate or degree, or enrolled in a BAS program.
 - Have plans to earn a Financial Aid-eligible academic or professional-technical certificate or degree at SCC.
 - Have no registration holds, fines, or outstanding college-related debt.
 - Have a plan to pay for the remaining costs of their college education.
 - For tuition only, be residents or non-resident waiver eligible.

Application and Awarding Process:

1. Student makes appointment with Emergency Fund Committee member (see the next page).
2. At the appointment, the student provides a completed application with required supporting documentation.
3. Committee member reviews application with student.
4. If eligible, committee member forwards application to co-chairs for review and placing of Hold on student's registration.
5. Applicants will be notified by co-chair via e-mail or phone of the application outcome.
6. Funds will be distributed via Bank Mobile (with some exceptions).
7. If awarded, student must meet with a Completion Coach or Counselor midway through the quarter to monitor progress.
8. If not approved, the registration hold will be removed three business days after the student is notified.

REQUIRED Actions:

- If awarded funds, students must make and attend an appointment with either a Completion Coach or Counselor. The appointment should occur mid-quarter with the purpose of monitoring and encouraging academic progress and to support resolution of barriers to success, including a funding plan for subsequent quarters. TRiO students may meet with their TRiO Advisor. Failure to attend this meeting could result in loss of future funding.

Emergency Funds Committee Members (by appointment only)

- Marilyn Anderson-Burt, Ass't Registrar, Enrollment Services, marilyn.anderson-burt@seattlecolleges.edu, 934-5144
- Erin Barzen, Manager of Retention & Completion, erin.barzen@seattlecolleges.edu, 934-6720
- Dan Johnson, Dean of Student Life, daniel.e.johnson@seattlecolleges.edu, 934-6749
- Marcia Kato, Student Development Specialist, TRiO SSS, marcia.kato@seattlecolleges.edu, 934-6762 (TRiO students only)
- Jesse Knappenberger, Dean of Student Achievement, jesse.knappenberger@seattlecolleges.edu, 934-5207
- Sharon Norman, Opportunity Grant Coordinator, sharon.norman@seattlecolleges.edu, 934-5195
- Corinne Soltis, Director, Financial Aid, corinne.soltis@seattlecolleges.edu, 934-6739
- Eden Tullis, Program Coordinator, Student Life, eden.tullis@seattlecolleges.edu, 934-5861
- Yvonne Oguntuwase-Willis, Counselor, yvonne.willis@seattlecolleges.edu, 934-6409

Recommended Actions:

- Attend Financial Workshops: www.southseattle.edu/financial or copies available at the Info Desk in RSB lobby

- Apply for Foundation Scholarships: www.southseattle.edu/foundation/support

- Complete an Educational Plan with an Advisor or Counselor: <http://www.southseattle.edu/advising/educational-planning.aspx>

- If you are close to completing your certificate or degree, complete a graduation application and meet with a Completion Coach: <http://www.southseattle.edu/student-resources/completion-coach.aspx> or southcompletion@seattlecolleges.edu



Emergency Fund Application follows on the next page



Emergency Fund Application

(Updated May 2017)

Instructions:

- Please keep the **Emergency Fund Policies and Procedures** page with **Recommended Actions** for your reference.
- Answer each application question as thoroughly as possible, including the final message to donors.
- Attach supporting documents (see checklist below).
- Make appointment with a committee member.

Name:	
Phone:	
e-mail:	
SID Number:	
Quarter for Funding:	
Program of Study:	
Date:	

Please answer all questions below:

	Yes	No
Have you completed your application for Financial Aid (including the FAFSA or WASFA)?		
Have you received your award letter from Financial Aid?		
If you answered “No” above, please check any of the following that apply:		
<input type="checkbox"/> I am on Financial Aid suspension. <input type="checkbox"/> I am not eligible for Financial Aid. <input type="checkbox"/> Other (please explain in your request on the following page)		
Have you previously received Emergency Funds from SSC?		
Are you working toward a first certificate/degree or enrolled in the BAS degree at SSC?		
Have you completed at least one quarter with a GPA of 2.0 or higher from SSC?		
Do you understand that any textbooks obtained through this fund will need to be submitted to the Cultural Center Lending Library at the end of the quarter?		
Do you have any outstanding SSC debt or holds on registration or transcripts?		
Do you qualify for in state tuition rates or out of state tuition waiver?		
Have you ever served in the United States Armed Services?		
I understand that if I am awarded funds, I must meet with either a Completion Coach, Counselor, or TRiO Advisor before the end of the quarter.		

Checklist – Attach copies of all support documentation:

- Copy of your registration for the quarter needing funding (available from SSC Homepage – MySouth)
- Copy of SSC student ID card
- Copy of your Degree Audit (available from SSC Homepage – MySouth). Make sure to “Expand All”.
- Copy of your Financial Aid Portal information (available from SSC Homepage – MySouth)
- If requesting textbooks, copy of SSC Bookstore textbooks and costs (available from SSC Homepage)
- If requesting funds for other barriers, provide documentation reflecting the need (ex. a bill or charge statement)
- Register for a SALT account at www.saltmoney.org/south (Login during your meeting with a committee member)

Please respond to all of the following questions and attach any additional documentation.

What circumstances or challenges led you to apply for Emergency Funds?	
How will you finance the remainder of your college education?	
If not awarded Emergency Funds, what is your back-up plan for funding?	

Total Emergency Fund Request:

Tuition and Fees	\$
Textbooks & 10.1% sales tax	\$
Other	\$
Total need	\$
Amount you are able to contribute:	\$
Total request	\$

Student Agreement:

By signing below, I certify that the information on this application is true and correct.
Student Signature _____ Date _____

Committee Members' signature recommends awarding of Emergency Funds:

Committee Member: _____	Date: _____
Committee Co-Chair: _____	Date: _____
Director of Advancement: _____	Date: _____

Emergency Funds

Foundation donors welcome student words regarding how Emergency Fund awards impact academic progress and goals. In the space provide below, please put in writing a brief, personal message of appreciation to the donors. The Emergency Funds Committee will detach and submit your comments separately from your application. Your signature is optional.
