



Emergency Funds

Award Process, Procedures and Application

(Updated August 2018)

What Are Emergency Funds?

The Foundation for South Seattle College provides Emergency Funds to support student success, retention and completion by providing grants for students to overcome financial barriers students may encounter. The Emergency Fund process is an educational opportunity in which applicants meet with Emergency Fund committee members who can connect students with other opportunities on campus to fund their education and work toward financial security.

There is **no deadline** for applications; submissions can be made at any point in the quarter. Available funding is limited per quarter.

What Can Emergency Funds Be Used For?

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

Emergency Funds can be **used once a calendar year** for *required* textbooks, or transportation related challenges that will inhibit academic progress or completion. **Note:** Textbooks purchased for students will be obtained in collaboration with the Center for Equity, Inclusion & Diversity's 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.
- Students should:
 - Have completed at least one quarter at South, or within the Seattle Colleges district.
 - Have a GPA of 2.0 or higher.
 - Be pursuing, at South, a Financial Aid-eligible certificate, degree, or BAS program.
 - Have no registration holds, fines, or outstanding college-related debt.
 - Have a plan to pay for the remaining costs of their college education.
 - Be residents or non-resident waiver eligible for tuition assistance. International students may apply for books and transportation support only.

Application and Awarding Process:

1. **Student completes the online application (see further instructions on page 3).**
2. **Student makes appointment with Emergency Fund Committee member (see below).**
3. Committee member reviews application with the student.
4. If eligible, committee member forwards application to co-chairs for review and placing of “hold” on student’s registration account.
5. Applicants will be notified by committee member or co-chair via email or phone of the application outcome. Processing is typically completed in approximately one week, but may be faster or take longer, depending on individual situations.
6. Funds will be distributed via Bank Mobile (with some exceptions).
7. If awarded, student must meet with a committee member 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.

Emergency Funds Committee Members (by appointment only):

- Marilyn Anderson-Burt, Interim Dean, Enrollment Services, marilyn.anderson-burt@seattlecolleges.edu, 206-934-5144
- Erin Barzen, Director, Retention & Completion, erin.barzen@seattlecolleges.edu, 206-934-6720
- Jaime Flajole, Prof-Tech Advisor, jaime.flajole@seattlecolleges.edu, 206-934-6789
- Dagim Haile-Leul, Completion Coach, dagmawi.haile-leul@seattlecolleges.edu, 206-934-5220
- Michelle Ho, Assistant Director, Financial Aid, michelle.ho@seattlecolleges.edu, 206-934-6761
- Dan Johnson, Dean of Student Life, daniel.e.johnson@seattlecolleges.edu, 206-934-6749
- Marcia Kato, Student Development Specialist, TRiO SSS, marcia.kato@seattlecolleges.edu, 206-934-6762 (TRiO students only)
- Jesse Knappenberger, Dean of Student Achievement, jesse.knappenberger@seattlecolleges.edu, 206-934-5207
- Julius Lloyd, Interim BFET Coordinator, Workforce, julius.lloyd@seattlecolleges.edu, 206-934-5328
- Sol Damaris Mendez, Manager, Center for Equity, Inclusion & Diversity, soldamaris.mendez@seattlecolleges.edu, 206-934-6831
- Sharon Norman, Opportunity Grant Coordinator, sharon.norman@seattlecolleges.edu, 206-934-5195
- Yvonne Oguntuwase-Willis, Counselor, yvonne.willis@seattlecolleges.edu, 206-934-6409

Emergency Funds Online Application Instructions:

PLEASE NOTE: We use Academicworks for our online application. If you have applied for a Foundation Scholarship, you will recognize the software. However, any information you entered in the Foundation Scholarship site does not transfer to the Emergency Funds application, and vice versa. We apologize if this causes any confusion.

1. Create an account (just email and password) at:
<https://southseattle-emergencyfund.academicworks.com/>
2. Confirm your account through your email.
3. Fill out the online application to the best of your ability.
 - a. Complete the General Application.
 - i. You can use the “Save and Keep Editing” function to continue working.
 - ii. Click “Submit” when you have answered all the questions.
 - b. You will then be directed to Opportunities: Emergency Funds Foundation 2018.
 - i. Click on “apply” and then complete the Supplemental Questions.
 - ii. Gather the following documents: Financial Aid Portal, Degree Audit, Registration, South Seattle College ID Card, Thank You Note, and documentation for textbooks, if applicable.
 - iii. Use this short cut to save online documents as PDFs rather than having to print, scan, save and upload the above documents:
<https://www.digitaltrends.com/computing/how-to-save-a-webpage-as-a-pdf/>
4. Make an appointment via email or phone with an Emergency Funds Committee Member. Do as much of the application as you can ahead of time, but the committee member will help you complete the application, including uploading the extra documents, at your meeting together.

South Seattle College does not discriminate against individuals on the basis of race, color, creed, national origin, sex, disability, age, religion, honorably discharged veteran or military status, or sexual orientation.