Emergency Fund Policy and Procedures 2013
(revised July 2013)

The Foundation at South Seattle Community College 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. An Emergency Fund award is a one-time basis only. The award is not intended to substitute for the regular Foundation scholarship process or usual financial aid (FAFSA). The process requests students to consider and review their financial plan for college, educational pathway, career goals, and other financial resources. Available funding is limited per quarter.

Emergency Funds are a one-time only award for:

- Tuition and fees
- **Or**, texts, supplies, or tools (must be available for purchase on campus).

*Note:* (Texts purchased for students will be obtained in collaboration with Cultural Center Textbook Lending Program.)

Eligibility Guidelines, Student:

- is eligible for in-state tuition
- has achieved a minimum of twenty credits earned at SSCC.
- has GPA of 2.5 or higher at SSCC. (Verified by copy of Degree Audit.)
- is seeking first certificate/degree, or enrolled in BAS program at SSCC
- has no registration holds, fines, or outstanding college-related debt.
- has a plan to pay for the remaining costs of their college education.
- plans to earn a certificate/degree with intent code B (academic), F (vocational-preparatory) or G (pre vocational).
- Emergency Fund award for BAS degree students is 50% tuition only.

Awarding Process:

1. Student completes application found at: http://www.southseattle.edu/foundation/support.htm#3.
2. Student makes appointment with Committee member (see below.)
3. At appointment provides: completed application with required supporting documentation.
4. Committee member reviews application with student.
5. If eligible, committee member signs application recommending approval, then forwards application to co-chairs for review and placing of Hold on student’s registration.
6. Co-chairs make final awarding decision with priority given to students nearing completion of their program of study.
7. Applicants will be notified by co-chair via e-mail or phone five working days prior to start of quarter of application outcome.
8. **If not approved, Hold previously placed on applicant’s registration will be removed one business day after student is notified.**
9. If approved, co-chair will forward application to the Foundation for final approval and processing.

Emergency Fund Committee Members (appointments only)

- Erin Barzen, Manager, Title III Vital Services, erin.barzen@seattlecolleges.edu, 934-6720
- Patricia Billings, Director, Financial Aid, patricia.billings@seattlecolleges.edu, 934-5317
- Stephen Coates-White, Counselor, Student Services, stephen.coates-white@seattlecolleges.edu, 934-5135 (Limited summer availability)
- Greg Dempsey, Associate Dean of Enrollment Services, greg.dempsey@seattlecolleges.edu, 934-5378
- Cessa Heard-Johnson, Dean, Diversity, Retention & Student Life, cessa.heard-johnson@seattlecolleges.edu, 934-6749
- Jesse Knappenberger, Manager, Running Start, jesse.knappenberger@seattlecolleges.edu, 934-5207
- Fernando Morado, Director, TRiO Student Success Services, fernando.morado@seattlecolleges.edu, 934-6760 (SSS students only)
Emergency Fund Application 2013

Students with any of the following are not eligible to apply for Emergency Funds:

- Default status on previous student loans
- Repayment of previous financial aid
- Did not meet financial aid deadline
- SAP – Students not meeting Satisfactory Academic Progress with Financial Aid may not be eligible. Please inquire with an Emergency Fund Committee member to discuss your circumstances.

Instructions:
1. Complete application
2. Attach support documents
3. Make appointment with a committee member

| Name: | 
| Phone: | 
| e-mail: | 
| SID number: | 
| Quarter: | 
| Program of Study: | 
| Date: | 

Have you previously received Emergency Funds from SSCC?

| Yes | No |

Have you applied for Financial Aid (FAFSA)?

If you answered “no” above, please check any of the following that apply:
- Are you in default, SAP or repayment of any financial aid?
- Are you an HB 1079-eligible student?
- Other (please explain in your request on the following page)

Are you working toward a first certificate/degree or enrolled in the BAS degree at SSCC?

| Yes | No |

Are you enrolled for the current quarter?

| Yes | No |

Have you completed at least 20 credits at SSCC with a CPA of 2.5 or higher at SSCC?

| Yes | No |

Are you requesting funds for tuition and fees? **OR**

Are you requesting funds for texts/supplies/tools available at SSCC on-campus?

Do you have any outstanding SSCC debt or holds on registration or transcripts?

Do you qualify for Washington State resident tuition rates?

Have you been referred by the Veterans’ Office, and have your Veteran’s Referral form?

I understand that texts obtained will be processed through the Cultural Center Lending Library.

| Yes | No |

Checklist for attached support documentation

- [ ] Current quarter registration
- [ ] Your Degree Audit (available @ https://www.public.ctc.edu/DAStudentWeb/Login.aspx?col=064)
- [ ] Copy of SSCC student ID card
- [ ] If Veteran, include Veteran’s referral form.
Please explain circumstances and attach any supporting documents available to support your application.

Request for: (please check)  □ tuition & fees  OR  □ texts / supplies / tools

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<th>What might give you difficulty completing your degree/certificate?</th>
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<th>What is your plan for managing these difficulties?</th>
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<th>How will you finance the remainder of your college education?</th>
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<th>If you are not awarded emergency funds, what is your back-up plan for funds?</th>
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If requesting funds for texts,

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<th>Course Name</th>
<th>Title of Text</th>
<th>Cost</th>
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Sub Total
Tax
Total

Total Emergency Funds Request:

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<th>Tuition and Fees</th>
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<td>Texts (from above table)</td>
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<td>Supplies/tools (attach documentation)</td>
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Total $ 

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: ___________
Executive Director of Foundation: ___________________________ Date: ___________

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  (SSS students only)
Emergency Fund

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 Fund Committee will detach and submit your comments separately from your application.

Your signature is optional.

__________________________________________________________

__________________________________________________________

__________________________________________________________

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South Seattle Community 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.