Emergency Fund Policy and Procedures
(updated January 2015)

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.

Emergency Funds are a one-time-only award for:

- Tuition, fees, required textbooks
  
  Note: (Textbooks purchased for students will be obtained in collaboration with Cultural Center Textbook Lending Program).
- Available funding is limited per quarter.

Student Eligibility Guidelines:

- The process requests students to consider and review their financial plan for college, educational pathway, career goals, and other financial resources.
- 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.
- 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 is 50% tuition only.
- Students must:
  - Be eligible for in-state tuition.
  - Have achieved a minimum of 12 credits earned at SSC.
  - Have a GPA of 2.0 or higher at SSC. (Verified by copy of Degree Audit).
  - Be seeking their first certificate or degree, or enrolled in a BAS program at SSC.
  - Have plans to earn a Financial Aid eligible academic or professional-technical certificate or degree at South.
  - Have no registration holds, fines, or outstanding college-related debt.
  - Have a plan to pay for the remaining costs of their college education.

Application and Awarding Process:

1. Student makes appointment with Emergency Fund Committee member (see below.)
2. At the appointment provides a completed application with required supporting documentation.
3. Committee member reviews application with student.
4. If eligible, committee member signs application recommending approval, then forwards application to co-chairs for review and placing of Hold on student’s registration.
5. Co-chairs make final awarding decision with priority given to students nearing completion of their program of study.
6. If approved, co-chair will forward application to the Foundation for final approval and processing.
7. Applicants will be notified by co-chair via e-mail or phone of the application outcome.
8. If not approved, the Hold previously placed on the applicant’s registration will be removed one business day after the student is notified.

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
- Greg Dempsey, Dean of Enrollment Services, greg.dempsey@seattlecolleges.edu, 934-5378
- Marcia Kato, Student Development Specialist, TRiO SSS, marcia.kato@seattlecolleges.edu, 934-6762 (TRiO students only)
- Jesse Knappenberger, Director, Advising & Running Start, jesse.knappenberger@seattlecolleges.edu, 934-5207
Emergency Fund Application

Instructions:

- Attach support documents (see checklist below).
- Make appointment with a committee member.

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

Please answer all questions below:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you applied for Financial Aid (FAFSA or WASFA)?</td>
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<tr>
<td>If you answered &quot;No&quot; above, please check any of the following that apply:</td>
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<tr>
<td>□ Did you not achieve Satisfactory Academic Progress with Financial Aid?</td>
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<tr>
<td>□ Other (please explain in your request on the following page)</td>
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<tr>
<td>Have you previously received Emergency Funds from SSC?</td>
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<tr>
<td>Are you working toward a first certificate/degree or enrolled in the BAS degree at SSC?</td>
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<tr>
<td>Have you completed at least 12 credits with a GPA of 2.0 or higher from SSC?</td>
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<tr>
<td>Are you requesting funds for tuition, fees and/or textbooks?</td>
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<tr>
<td>Do you understand that textbooks obtained are processed through the Cultural Center Lending Library?</td>
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<tr>
<td>Do you have any outstanding SSC debt or holds on registration or transcripts?</td>
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<tr>
<td>Do you qualify for Washington State resident tuition rates?</td>
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Checklist – Attach copies of all support documentation:

- Copy of your current quarter registration (available from SSC Homepage – MySouth)
- Copy of SSC student ID card
- Copy of your Degree Audit (available from SSC Homepage – MySouth)
- 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)
Please respond to all of the following questions and attach any additional documentation.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>What might give you difficulty completing your degree/certificate?</td>
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<tr>
<td>What is your plan for managing these difficulties?</td>
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<tr>
<td>How will you finance the remainder of your college education?</td>
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<tr>
<td>If not awarded emergency funds, what is your back-up plan for funds?</td>
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</table>

**Total Emergency Funds Request:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$</td>
</tr>
<tr>
<td>Textbooks</td>
<td>$</td>
</tr>
<tr>
<td>Sales Tax (9.5%)</td>
<td>$</td>
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<tr>
<td><strong>Total</strong></td>
<td>$</td>
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**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: __________

Associate Vice President of College Relations & 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 Fund Committee will detach and submit your comments separately from your application. Your signature is optional.

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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.