Emergency Fund Criteria and Award Protocol

Award Amount:
- Up to $250 per academic year
  - Funds are awarded as a grant.

Eligibility
- The purpose of a CSN Student emergency fund is to provide enrolled students limited, short-term financial assistance. Emergency fund proceeds must be used for educational-related expenses such as housing, utilities, day care, safety needs, assistance with replacement of essential belongings due to natural disaster, fire or theft, travel costs related to death or illness of immediate family member, books, tuition, and transportation costs necessary to attend CSN. Students will be required to submit appropriate documentation along with application for emergency fund.

Qualification Requirements
- Must be able to produce a state-issued photo identification card, or CSN student ID
- Students must be enrolled at least 6 credit hours in a degree seeking program during the semester in which funds are requested.
- Must not have previously received a financial aid refund in excess of $3,000 within six weeks of the date of this application.
- Must not have previously passed a check for insufficient funds to CSN.
- Must not have a CSN administrative hold on your record.

Disclaimers
- No student emergency funds will be considered for students once the semester has concluded.
- No student emergency funds will be considered for students “in-between” semesters waiting for classes to begin.
- Your student emergency funds will be cancelled if you do not pick up your check within ten days.

Funding Cannot Be Awarded For
- Tuition assistance if your account balance is more than $500
- Repayment (paying back money owed to CSN)
- Reimbursement for expenses already incurred

Student Emergency Fund Committee
- 2-3 Administrative Faculty and Faculty Members
- One Student Leader

Criteria Committee Will Review Prior To Making Decision
- Student must demonstrate that emergency support is directly tied to their ability to remain in college
- The expense must be unexpected, unforeseen, and the urgent nature unavoidable.
- Applicants must have a financial hardship resulting from an emergency, accident, or other unplanned event that potentially inhibits or threatens their ability to successfully complete the current semester.
- Be able to demonstrate his/her current financial need with supporting documentation.

Application Submission
- Applications are submitted to the Director of Student Life and Leadership Development email at brian.akins@csn.edu

Funds Disbursement and Decision
- A decision from the committee will be given within 48 hours of request date. Decisions to award are evaluated on a case by case basis. Funding is issued via cashier’s check from one of the (3) Main Campus Cashier’s Offices. Checks are only issued on Wednesday of every week after 1:00PM.