

Student Assistance Fund Criteria And Protocol

Award Amounts

- Up to \$500 per calendar 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 verified appropriate documentation along with application for emergency fund. The CSN Student Emergency Fund is open to all CSN Students including DACA, undocumented students and international students.

Credit Requirement

- All applicants must be enrolled in a minimum six credit hours if applying for the spring or fall semesters.
- All applicants must be enrolled in a minimum of three credit hours if applying during the summer term

Frequency of Awards

- Once per calendar year

Student Emergency Fund Team

- 5-7 CSN Faculty and Staff Members

Qualification Requirements

- All applicants must be enrolled in a minimum six credit hours if applying for the spring or fall semesters.
- All applicants must be enrolled in a minimum of three credit hours if applying during the summer term
- Must not have a CSN administrative hold on your record.
- Students must be enrolled in classes for the semester in which they apply for the Student Emergency Fund.
- Students must have a 2.0 minimum GPA.
 - Students with below a 2.0 GPA are encouraged to apply, and application will be reviewed on a case by case basis.

Acceptable Forms Of Verification Are Not Limited to But May Include

- Personalized layoff notice/ reduction of hours.
- Personalized financial statements including overdrawn accounts, low accounts, and exhausted accounts.
- Personalized utility needs such as notices of disconnection, or delinquent payments.
- Personalized Repair bills/ invoices notices.
- Classroom supply needs.
- Personalized Medical bills/ needs.
- Verifiable family emergency

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.

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 verifiable documentation.
- All verification should be dated within thirty days of application.