



The TCU Student Emergency Fund

Purpose

The TCU Student Emergency Fund provides financial assistance to TCU students involved in a catastrophic or emergency situation. These include those involving circumstances which are sudden, unexpected and/or affect a student's ability to function. Examples include but are not limited to: an accidents, illness, emergency or necessary travel, family emergencies, fire damage or need for temporary housing. Grants are awarded up to a maximum of \$750. Some funds may be counted as income and are subject to federal taxes. The fund is sustained by monetary contributions made by generous donors and friends of the university.

General Guidelines

- A maximum of two (2) grants will be allowed to any one student during all combined enrollments at TCU. Requests for assistance for emergencies will be limited to a minimum of six months apart.
- The maximum amount available per student is not to exceed \$750.00 per request.
- Students must be enrolled & complete at least one semester before becoming eligible.
- Students apply for funds in the summer, must be currently enrolled.
- Students requesting assistance for a second time may be required to make an appointment with the Financial Aid Office if emergency funds are awarded.
- Exceptions to these guidelines will be considered by the committee on a case by case basis.

Membership

- The committee will consist of at least 6 members. At least two members must be faculty and membership must include representation from Financial Aid, Campus Life and The Office of Religious & Spiritual Life.

Types of Covered Expenses

Typical expenses that may be covered include but are not limited to:

- Rent, utilities, food and other essential household expenses (on-campus or off-campus)
- Medications, doctor's visits, out-of-pocket costs and other costs related to medical care
- Travel costs related to a sudden death or illness in the immediate family
- Safety related needs (i.e. changing a lock on vehicle or home)
- Replacement of personal belongings due to fire, natural disaster or theft

Types of Expenses Not Covered

- Tuition, lab fees, health insurance, study abroad costs
- Non-essential utilities, (i.e. cable) application/test fees, household costs not related to damage or theft
- Costs for entertainment, recreation, non-emergency travel or other non-essential expenses
- Expenditures occurred as a result of poor financial management and not an emergency

Eligibility Requirements

- Applicants must have a temporary financial hardship resulting from an sudden emergency, accident or event and must be able to provide sufficient documentation of the event
- Applicants must be a currently enrolled full time undergraduate or graduate student
- All other possible resources have been considered and are insufficient or not available in a timely manner

Application Procedure

Fill out application, including appropriate documentation, and submit it to The Office of Religious & Spiritual Life in Jarvis Hall. If necessary, the applicant may be contacted for further information. The Emergency Fund Committee will communicate within 3 working days from the submission date of all materials, and students will be notified of decisions by email. If approved, a check will be available for pick-up from the RSL office within 24 - 48 hours of notification. In some cases, funds will be applied directly to the approved bills.

Questions

For additional information about the TCU Student Emergency Fund, contact the Minister to the University at x7830 or email a.kaufman@tcu.edu. For a list of campus resources, visit www.studentaffairs.tcu.edu.

This form was last updated 05/01/09.



TCU Student Emergency Fund Application

Full Name: _____ TCU ID: _____
Date of request: _____ Date of Enrollment: _____ Anticipated Graduation Date: _____
Hours Currently Enrolled: _____ Citizenship: _____ Amount Requested _____
Phone: _____ E-mail: _____
Current Address: _____

Place a check next to any items with which you need emergency assistance:

- Rent, utilities and/or household related items
 Travel (related to family emergency, to/from school and work, etc)
 Medical (medications, co-pays, out-of-pocket costs, etc)
 Food and basic necessities, replacement of personal belongings due to theft, fire, etc.
 Other immediate needs – please specify: _____

Description IN DETAIL of Catastrophic/Emergency Event or Situation: (Attach additional page(s) if needed)

What would funding be used for? (Must include, itemized description with prices, amounts, payment due dates and other pertinent information). Attach documentation and include additional pages if necessary.

Is this request for a reimbursement of funds already spent? _____ Yes (please attach receipts) _____ No

Please list and include amounts of all internal/external scholarships, grants and loans:

Have you received monies from the Emergency Fund before? ___ Yes ___ No If so, when & how much?

Please answer the following items to help us understand your situation:

Do you have housing? ____ Yes ____ No ____ Temporary or ____ Long-Term

Do you currently have any relatives living with you? ____ Yes ____ No If yes, who & how many?

If you answered "yes" above, are you the sole provider (e.g., source of income)? ____ Yes ____ No

Are you currently employed? ____ Yes ____ No

If yes, how many hours? ____ If no, list reasons for not having or seeking employment:

Please list all employer(s):

Please list all campus and/or community involvements and other time commitments:

What other agencies/organizations have you applied to for assistance?

Funds Currently Available To Meet Immediate Needs: \$_____

Anticipated Income in Next 30 Days: \$_____ These funds will be used for:

Can you get help from your parents, extended family or other resources? Explain:

Please provide any other information that you feel the committee should know (attached sheets if necessary):

I certify that answers given herein on this application are true & complete. I give permission for committee members to speak with necessary TCU departments to verify the information provided & I understand I may be asked to meet with the committee as necessary. I also understand that any fraud or intentional deception on the part of the applicant can lead to university & criminal charges and I acknowledge that I will be held responsible for reimbursing funds if awarded should there be evidence that my statements are not true and complete. I agree to provide receipts or other documentation as requested within 30 days of receiving funds.

Signature: _____ Date: _____

Submit forms to the Office of Religious & Spiritual Life in Jarvis Hall. Contact Rev. Angela Kaufman, Minister to the University at a.kaufman@tcu.edu or call (817)257-7830 if you have questions.

FOR OFFICE USE ONLY

Application Approved _____
Date Approved: _____
Date Check Picked Up: _____

Amount Awarded: _____
Dated Notified: _____
Check Number: _____

Comments: