



Student Relief Fund

Purpose

The UW-Superior Student Relief Fund was created to provide financial assistance to UW-Superior students involved in a catastrophic or emergency situation involving circumstances which are sudden, unexpected, and/or affect a student's ability to function. Examples include but are not limited to: an accident, illness, travel for a funeral, fire damage, or need for temporary housing. Grants are awarded up to a maximum of \$500. Some funds may be counted as income and are subject to federal taxes.

Emergency Fund General Guidelines

- ✓ A maximum of two (2) grants will be allowed to any one student during all combined enrollments at UW-Superior.
- ✓ 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 \$500.00 per request.
- ✓ 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.

Types of Covered Expenses

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

- ✓ Medications, prescriptions or costs related to medical care
- ✓ Books and other class related expenses arising out of an emergency situation
- ✓ Safety related needs (i.e. changing a lock on vehicle or home)
- ✓ Replacement of personal belongings due to fire, natural disaster, or theft

Travel costs related to a sudden death or illness in the immediate family (defined as parents, children (including adopted children), grandparents, grandchildren, siblings, great grandparents, great grandchildren, aunts, uncles, nieces, and nephews, either by blood or by marriage.)

Types of Expenses Not Covered

- ✓ Tuition, lab fees, health insurance, study abroad costs
- ✓ Non-essential utilities, household or furniture costs not related to damage or theft
- ✓ Costs for entertainment, recreation, non-emergency travel or other non-essential expenses as determined by SUFAC.
- ✓ Normal living expenses such as rent, car repairs, child care, and utilities. Exceptions for these expenses may be made under extraordinary circumstances at the discretion of the SUFAC.



Eligibility Requirements

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

Application Procedure

1. The student can pick up the Student Relief Fund Application forms from a member of Campus Life.
2. The student will fill out application, including appropriate documentation, and submit it to the Yellowjacket Union Information Desk. If necessary, the applicant may be contacted for further information.
3. The Dean of Students office will check with the Financial Aid office to learn of the impact on the student's financial aid package.
4. The SUFAC will meet within 7 days from the submission date, and students will be notified of decisions by email. In situations where this timeframe is too elongated for the purposes of meeting the need, the SUFAC Director can approve or disapprove of the request and submit both the recommendation and the original request electronically to the committee. If one member of the SUFAC objects to the recommendation, he or she must transmit that objection electronically to the SUFAC Director within two (2) days of the recommendation being provided to SUFAC. The funding request will then be considered by the SUFAC, within the normal timeframe, at its next meeting.
5. If approved, a check will be available for pick-up from the Business Office (Old Main 2nd Floor) within 1-3 days of notification.
6. **Student must provide documentation to the Dean of Students office showing expenditure of funds for the purposes for which they were allocated within 90 days of SUFAC approving the request.**

Questions

For additional information about the UW-Superior Student Relief Fund contact the Dean of Students office at dos@uwsuper.edu.



Student Relief Fund Application

| | | | |
|------------------|--|------------------------------|--|
| Full Name: | | Date of request: | |
| UWS ID: | | Date of Enrollment: | |
| Current Address: | | Anticipated Graduation Date: | |
| Phone: | | Hours Currently Enrolled: | |
| Campus E-mail: | | Amount Requested: | |

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

- Personal effects (e.g., clothing, shoes, toiletries)
- General household (e.g., bedding, furniture, dishes, utensils)
- Travel expenses for medical/funeral emergencies
- Textbooks and school supplies (e.g., books, class packets, paper)
- Food and basic necessities
- Bills (e.g., electric, phone, medical)
- Other immediate needs (e.g., medication, medical devices) – 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 additional page(s) & documentation if needed.

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

Have you received monies from the Student Relief Fund before? ___ Yes ___ No

If so, when & how much? \$ _____

If approved, when is the latest date you need the monies by? (Month/Day): _____



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

Do you have housing? _____ Yes _____ No _____

If yes, 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: \$ _____

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 and complete. I give permission for committee members to speak with necessary UW-Superior departments to verify the information provided and 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 and criminal charges.

Further, I am aware of my responsibility to provide documentation to the Student Leadership coordinator depicting the expenditure of the funds awarded within 90 days of the request being approved by SUFAC.

Lastly, 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.

Signature _____ Date _____

Submit forms to the Yellowjacket Union Information & Services Desk. Contact the Dean of Students office at dos@uwsuper.edu for more information and/or questions.

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FOR OFFICE USE ONLY

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

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

Student Body President's Signature/Date: _____

Chancellor's Signature/Date: _____

This form was last updated on 12/16/14