

The UW-Superior VNSC Emergency Fund

Purpose

The UW-Superior VNSC Emergency 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 be academically successful. 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 \$250. Some funds may be counted as income and are subject to federal taxes.

Emergency Fund General Guidelines

- ✓ Students requesting assistance are required to make an appointment with the Financial Aid Office before receiving emergency funds to determine impact on financial aid and also to see about other financial aid resources. University Advancement will notify Financial Aid Office of award distribution.
- ✓ Nontraditional students are defined as any student who meets any one and/or combination of the following characteristics: 25 years old or older, married, have children, active duty military, veteran, or spouse of a veteran.
- ✓ 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 \$250.00 per request.
- ✓ Exceptions to these guidelines will be considered by the committee on a case by case basis.
- ✓ A maximum of two (2) grants will be allowed to any one student during all combined enrollments at UW-Superior.

Types of Covered Expenses

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

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

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 degree-seeking undergraduate or graduate student at UW-Superior.
- ✓ **All other possible resources must have been considered and are deemed to be insufficient, exhausted or not available in a timely manner.**

Application Procedure

1. Pick up the VNSC Emergency Fund Application form from the VNSC (Old Main 118) or a VNSC staff member (Call 715-394-8406 or email at vnscc@uwsuper.edu).
2. Fill out application, including appropriate documentation, and submit it to the VNSC Front Desk in Old Main 118. If necessary, the applicant may be contacted for further information.
3. The VNSC Emergency Fund Committee 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 VNSC Student Services Coordinator 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 Committee objects to the recommendation, he or she must transmit that objection electronically to the VNSC Student Services Coordinator within two (2) days of the recommendation being provided to the Committee. The funding request will then be considered by the Committee, within the normal timeframe, at its next meeting.
4. If approved, the Committee will notify you of the approved amount. There are two options to receive funding: the money can be placed on the student's account or the student will be reimbursed for the amount (with proof of original receipt) through University Advancement (Old Main 237).
5. **The student must provide documentation to the VNSC Student Services Coordinator showing expenditure of funds for the purposes for which they were allocated within 30 days of VNSC Emergency Fund Committee approving the request.**
6. Student will need to write a thank you letter to our donor within 30 days of VNSC Emergency Fund Committee approving the request.

Questions

For additional information about the UW-Superior VNSC Emergency Fund contact Monte Stewart, VNSC Student Services Coordinator at (715) 394-8406 or mstewart9@uwsuper.edu (VNSC, Old Main 118).

UW-Superior VNSC Emergency Fund Application

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

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

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

Have you met with the Financial Aid Office to discuss other financial aid resources?
Yes ___ No ___

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

What other financial resources have you explored and/or utilized prior to this application?

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 that validate and/or support your request (i.e. receipts, quotes, expense information).

Have you received money from the VNSC Emergency Fund before? ___ Yes ___ No
If so, when & how much? \$_____

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

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

Signature of Acknowledgement & Authorization

By signing below, I certify that the 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 VNSC Student Services Coordinator depicting the expenditure of the funds awarded within 30 days of the request being approved by the VNSC Emergency Fund Committee.

Lastly, I acknowledge that I will be held responsible for reimbursing funds I am awarded should there be any evidence that my statements are not true and complete.

Signature:_____Date:_____

Submit forms to the VNSC Front Desk located in Old Main 118. Contact Monte Stewart, VNSC Student Services Coordinator, at (715) 394-8406 or mstewart9@uwsuper.edu if you have questions.

FOR OFFICE USE ONLY

Application Approved: _____ Amount Awarded: _____
Date Approved: _____ Date Notified: _____
Date of Disbursement/Reimbursement: _____ Thank You Received: _____
Documentation of Funding Received: _____

VNSC Student Services Coordinator Signature:_____

Vice Chancellor for University Advancement Signature:_____