
Faculty Senate President Student Emergency Fund

This is a fund provided by the LSC Foundation and administered by the Faculty Senate on each campus to help students out financially in emergencies. Funds cannot be used to pay tuition or buy books. Also, funds cannot be given out as cash. What it can be used for are items that a onetime payment would help out, such as car repair, rent, or other emergencies that affect their ability to focus on their studies here at LSC-Montgomery. Additionally, the LSC Foundation wants us to focus on supporting students with good records of academic accomplishment, so they need to have a demonstrated record of academic success. Awards are \$500 or less.

FINANCIAL AID RELATED PROCEDURES:

Federal regulations require any information which may have a bearing on a student's receipt of Title IV federal student aid, including emergency funding [668.16(b)(3); 673.5; 685.201], be reported to the College Financial Aid Offices. A non-disbursing item type, 907100000000, was created to track these distributions and count them as a resource in the system. While these awards will not affect Pell amounts because they are considered entitlements, they could affect the student's award amounts for loans, inside scholarships and college work study. These amounts will be applied by the College Financial Aid Office personnel upon receipt of the Student Emergency Distribution forms provided by the College Business Offices.

HOW TO SUBMIT A REQUEST:

A faculty or staff member who knows of a student who could benefit from this fund should have the student fill out this form. The request must be submitted on their behalf, with a recommendation, by the faculty/staff member to the Faculty Senate President. The Faculty Senate President will then convene the Student Emergency Funds Committee, who will make the decision on the request. Once a decision is made, both the student and the faculty/staff member who made the request will be notified and, if funds are approved, the Faculty Senate President will complete the process to get the funds dispersed.



LSC Student Request for Emergency Funding Form (Faculty Senate)



Student information:

Name _____ Student Id # _____

Address _____

Phone # (work) _____ Phone # (home) _____

Email _____ Campus _____

Amount Requested \$ _____

Describe your need for this assistance:

_____ Medical (self or immediate family). _____ Property damage due to accident/natural disaster.
_____ Death of immediate family member.
_____ Other – Describe _____

Details of Emergency:

Student Signature _____ Date _____

Amount approved _____ Student notified on: _____

Request denied due to:
 Funds not available Incomplete form
 Other _____

Request to Foundation to send check to: _____

Approval by Faculty Senate President _____ Date _____

Approval by Foundation Executive Director _____ Date _____