

Columbia Gorge Community College Foundation
EMERGENCY GRANT POLICY AND PROCEDURE

Topic: Emergency student grant fund
Reviewed by: November 28, 2011 Finance Team Meeting
Approved by board: November 28, 2011
Revisions:

POLICY: On _____, the Columbia Gorge Community College Foundation Board of Directors established an Emergency Student Grant Fund. Each year, the foundation board will earmark funds to provide emergency assistance to students facing critical financial needs. Columbia Gorge Community College (CGCC) has been given the discretion to approve emergency grants within the guidelines and budget parameters set by the board.

- The Board will provide \$2,500 each year for the student emergency grant fund.
- Students should not contact the foundation directly for an emergency grant.
- The fund will be distributed and managed according to the following process established between the foundation office and financial aid.

PROCEDURE:

- 1) Requests for emergency aid are initiated by Student Services financial aid staff and will be presented to the Chief Student Services Officer.
- 2) A request form will be given to the student to fill out and sign. This will be submitted to the Chief Student Services Officer.
- 3) Financial Aid staff will verify financial need and circumstances.
- 4) The Chief Student Services Officer will review the request and approve or deny it within the guidelines and budget parameters set by the board. Any unusual requests will be brought to the board.
- 5) Approved requests will be forwarded to the Chief Financial Officer.
- 6) The Student Services Chief Officer and Chief Financial Officer will review and make a decision on the request.
- 7) Emergency grants will not be disbursed directly to students but will be credited to the student's account in the same manner as any scholarship or grant. Direct payments or loans will not be disbursed to students under any circumstances.
- 8) If approved, the Chief Student Services Officer will notify financial aid staff to place the funds in the student's account.
- 9) CGCC will provide the foundation executive director a report to share with the board regarding the number and amount of emergency grants given to students each year. If funds in a given year are exhausted, the foundation board may elect to add additional funds at its sole discretion.
- 10) The foundation will not disburse any funds directly to students, nor will it make loans to students.
- 11) Unless circumstances dictate otherwise, emergency grants are not expected to be repaid.
- 12) It is appropriate to encourage students to make a donation to Columbia Gorge Community College Foundation in the future when their circumstances allow.

