

Student Affairs Procedure Manual

Scholarships

Number: SA-532.2

Subject: Emergency Hardship Funding Awarding Procedure

Effective Date: Jul. 2009

Approved Date: Jul. 2009

Last Updated/Approved: Oct. 2019

Approved by: James Morales, Vice President for Student Affairs

USU Policy: 532 Scholarship Awarding

1) PREFACE

Utah State's Emergency Hardship Fund provides scholarships to students who have encountered circumstances that otherwise cause them to drop out of school. Since 1888, Utah State has worked to fulfill its land-grant mission - providing access to quality higher education for deserving students from all walks of life.

The following established procedures are for:

SXNEED Emergency Hardship Fund

SV0521 Emergency Hardship Fund

2) STANDARDS/DEFINITIONS

- 1. Separation of duties:** Appropriately segregate duties such that no one person has control over all aspects of a particular transaction or process.
- 2. Use of funds:** Utilize scholarship funds in accordance with appropriate intent or donor restrictions.
- 3. Reconciliation of awards:** Business Services will regularly complete a reconciliation of scholarship awards. Department administrators will review the reconciliation. Reconciliation should be done at a minimum of once a semester.
- 4. Conflict of interest forms:** Annually, each committee member will complete a conflict of interest disclosure. These disclosures will be retained in ServiceNow.
- 5. FERPA training:** Individuals involved in any way with scholarship awarding will be current on FERPA training.
- 6. Selection/review/awarding committees:** Adhering to the Arm's Length Principle, students will not participate in any awarding committee.
- 7. Award notifications:** Students must sign MOU to acknowledge and/or accept an award prior to disbursement. Award notifications will include the following:
 - a. student name
 - b. A number
 - c. title of scholarship
 - d. awarding period (specifying the semester)
 - e. value of award per semester

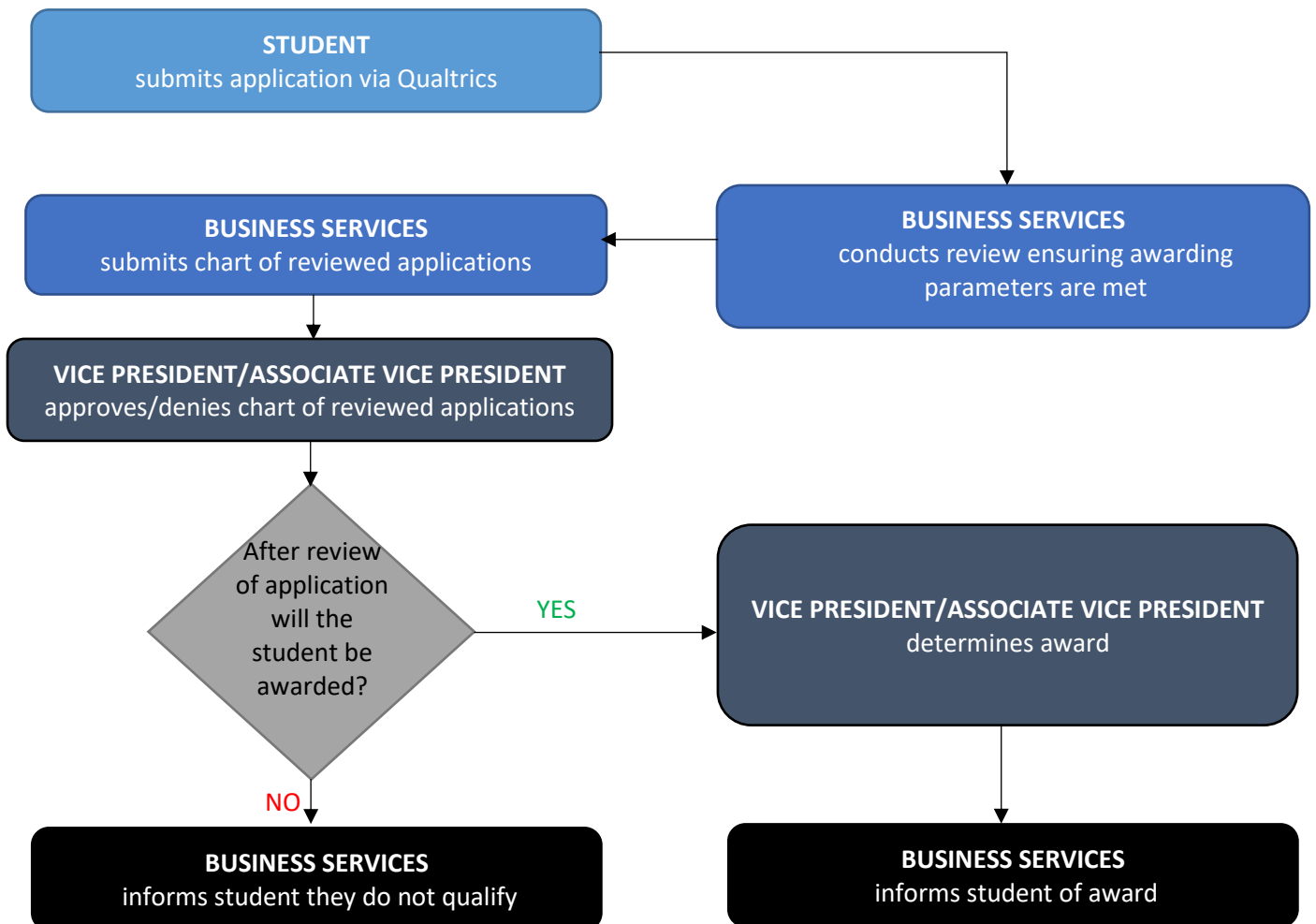
- f. whether award can be deferred/held
 - g. what the scholarship can be applied to, such as: tuition, fees, tuition & fees, resident portion of non-resident tuition, housing, books, meals, insurance, etc.
 - h. "Thank You" letters are required
8. **Donor intent:** The division of student affairs will award this scholarship as intended to students who have run into circumstances that otherwise cause them to drop out of school.
 9. **Professional judgement:** Applying knowledge, skills and experience, in a way that is also informed by professional standards, knowledge, laws and ethical principles, to develop an opinion or decision about what should be done to best serve students.
 10. **Extenuating circumstance:** An extenuating circumstance is a non-academic emergency outside of the recipient's control.
 11. **Awarding parameter establishment:** Committee members establishing awarding parameters are not eligible for said award and may not apply. The following student standards will be met:
 - a. must be an active student
 - b. must be matriculated
 - c. credit enrollment
 - i. 6 credits graduate
 - ii. 12 credits undergraduate
 - d. must be in good standing
 - e. completed at least one semester at USU
 - f. need index greater than zero
 - g. EFC lower than \$20,000
 - h. be evaluated on other aid received
 - i. be evaluated on other resource inquiries
 - j. have an acute need
 - k. recipients are required to write a thank-you letter
 - l. value determined on extenuating circumstance
 - m. receipts of expenses covered required
 12. **Essays and interview:** Used to create a complete picture of student need.
 13. **Timeline:** Students may apply for this award at any time during their enrollment.

3) AWARDING STUDENTS

1. Review Committee:

- Committee member names
 - Dr. James Morales
 - Dr. Eric Olsen
- Committee member affiliation to the awarding unit
 - Dr. Morales - Vice President of Student Affairs (997071)
 - Dr. Eric Olsen - Associate Vice President of Student Affairs (997842)
- Length of committee member service
 - Member service is tied to position. Member will be of service as long as they hold the VP/AVP position.
- Training provided to committee members
 - FERPA
 - Conflict of Interest
 - Expectations of purpose of Emergency Hardship Funding

2. **Selection process:** Professional judgement is used when assessing the student's documentation and application information to determine if extenuating circumstances exist and the extent to which monetary relief will be effective in retaining the student.
3. **Reconciliation:**
 - Business Services is notified of award acceptance when Vice President's Office gives signed MOU to Business Services.
 - Reconciliations occur monthly with the ARGOS monthly review.
 - Identified discrepancies are immediately report to the Vice President and corrected.
4. **College point-of-contact information for coordination of information, activities, and data:**
 - Lore Clark 797-0408
 - Taya Flores 797-1766
5. **Information published:**
 - USU Scholarship website
 - Division of Student Affairs website
 - Emergency Hardship Fund website
 - Student portal
 - University publications such as flyers and emails to colleges
6. **Application deadlines:**
 - No deadline; application is open all year.
7. **Scholarship workflow:**



2020-2021 USU Emergency Hardship Fund

Start of Block: Default Question Block

2020-2021

USU Emergency Hardship
Fund Application

** INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

DEMOGRAPHICS

First and Last Name:
A#: (i.e. A01505436)
Phone Number:

Is this Emergency Hardship request due to extenuating circumstances related to the COVID-19 crisis?
Your truthful response will help USU track the impact of COVID-19 on our student body.
Your answer is used solely for statistical data and will have no impact on your eligibility for these funds.

Are you working?

Display This Question:

If Are you working? = Yes

What is your hourly rate? (do NOT use commas or '\$' in your entry)

Display This Question:

If Are you working? = Yes

What do you earn on average per month? (do NOT use commas or '\$' in your entry)

Marital status:

Display This Question:

If Marital status: = married

Or Marital status: = domestic partnership

Partner's monthly income (do not use commas or '\$' in your entry):

Students are required to demonstrate that they have made every effort to obtain assistance from other sources, including state and federal agencies. From what other sources have you sought assistance?

- family (1)
- clergy (2)
- college/department (3)
- local community (4)
- state or federal programs (5)
- other (6)

Display This Question:

If Students are required to demonstrate that they have made every effort to obtain assistance from o... = other

Please indicate who you have asked:

Number of dependent children living with student:

Students eligible to apply for FAFSA must do so before submitting an Emergency Hardship Resources Fund application. Have you filed a current FAFSA?

Display This Question:

If Students eligible to apply for FAFSA must do so before submitting an Emergency Hardship Resources... = no

What is preventing you from doing so?

How do you plan to cover future educational expenses?

How did you learn about the Emergency Hardship Resources Fund?

End of Block: Default Question Block

Start of Block: MONTHLY LIVING EXPENSES

MONTHLY LIVING EXPENSES

rent:

utilities:

groceries:

phone bill:

insurance:

other:

End of Block: MONTHLY LIVING EXPENSES

Start of Block: SCHOOL EXPENSES

SCHOOL EXPENSES

tuition/fees:

books/supplies:

End of Block: SCHOOL EXPENSES

Start of Block: HARDSHIP DETAILS

HARDSHIP DETAILS

If you are applying for support for an upcoming semester, please tell us how you are covering your current needs or expenses; that is, from now until the semester for which you are requesting support.

Please describe your extenuating hardship:

End of Block: HARDSHIP DETAILS



Memo of Understanding

To: **Student Name, A###**
From: James D. Morales, Vice President for Student Affairs
Date: September 4, 2018
Subject: Approval of Emergency Hardship Fund grant

I have authorized a hardship grant in the amount of \$??? to assist **Student Name, A???** with covering a portion of **tuition and fees** for **fall semester 2018**.

Emergency Hardship Fund grants are awarded in an effort to lessen the financial burden while students focus on academic studies to complete a degree and cannot be held or deferred. Funds may be revoked should a recipient not demonstrate degree completion progress.

James D. Morales

Date

I, **Student Name**, agree to the terms and conditions set forth in this MOU and will submit receipts as proof of payment for the expenses listed above by **month, day, year**. I understand that if I do not provide proof of payment, funding may be revoked. I will also provide a thank you statement to the donor for the generous contribution on my behalf.

Student Name

Date