

STUDENT EMERGENCY FUND ROUTING SHEET

Requestor: \_\_\_\_\_  
Amount Requested: \_\_\_\_\_

Date Received: \_\_\_\_\_  
Emergency? \_\_\_\_\_

<b>COMMITTEE MEMBER</b>	<b>DATE</b>	<b>COMMENTS</b>
Roger Cheeks		
Dr. Richard Kidd		
Carolyn Hughes		

**FINAL ACTION**

Amount Awarded: \_\_\_\_\_

Date of Action: \_\_\_\_\_

Approved by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Dated Notified: \_\_\_\_\_

Check Number: \_\_\_\_\_

## STUDENT EMERGENCY FUND

### **I. GENERAL DESCRIPTION**

The Student Emergency Fund is available to assist enrolled students who are experiencing a financial emergency, excluding tuition-related expenses. The fund is sustained by monetary contributions made by students, faculty, staff, friends, and alumni of the Regent University Community.

Students who are experiencing financial emergencies and who have exhausted other resources are encouraged to avail themselves of this ministry. Requests for emergency assistance are considered on the basis of what is clearly recognized as a bonafide emergency. As such, the Student Emergency Fund Committee considers each request separately. Due to significant increases in the number of requests for the SEF each year, the SEF application process has been designed to be as thorough and efficient as possible.

Contributions to the fund are greatly appreciated and may be made through the Regent University Student Services Office. Students who have been helped through this ministry are encouraged, as God prospers them, to bless others by making donations to the SEF. Normally, contributions to the SEF are tax-deductible, including gifts designated for the King's Pantry. However, contributions given through SEF to a specific recipient (designated gift) are not tax-deductible.

This cover sheet and the attached form supersede all previous forms.

### **II. GENERAL GUIDELINES**

1. The SEF is not intended to be a means of ongoing regular support, but is for bonafide emergencies only. **Assistance for bonafide emergencies will be limited to a minimum of three (3) months apart.**
2. A maximum of five (5) grants will be allowed to any one person or family unit during enrollment at Regent University.
3. The maximum amount available per student or family unit is not to exceed \$300.00 per request. The maximum amount available during enrollment at Regent University will not exceed \$1,500.00.
4. A student must be **enrolled for at least one term** before becoming eligible to receive a grant for the SEF.
5. Students requesting assistance for a second time are **strongly** encouraged to make an appointment to receive financial counseling from the Financial Aid Office and/or Student Services.

Exceptions to these guidelines will be considered by the SEF Committee on a case by case basis.

Please contact **Roger Cheeks, Director of Student Life**, if you have any questions at (757) 352-4486 or by email at rogeche@regent.edu.

### **III. THE APPLICATION PROCESS**

1. The attached form must be filled out completely and in detail on both sides (unless the need is an immediate financial emergency and the request is for not more than \$50.00 - see Sections IV below). The complete form should be returned to the office of Student Services for evaluation by the SEF Committee.

2. After the completed application has been received, it will be considered by the SEF Committee. If necessary the applicant may be contacted for further information. The Regent University Financial Aid Office and Business Office may also be contacted to obtain additional financial information concerning the applicant.
3. After all necessary information has been obtained, the request will receive prayerful consideration by the SEF Committee.

#### IV. IMMEDIATE FINANCIAL CRISES

Recognizing that various financial emergencies arise that require immediate attention (e.g. family without groceries, etc.), there is an Emergency SEF process available. In special circumstances, students may receive an emergency gift not to exceed \$50.00.

The general guidelines as specified in Section II apply where applicable to the emergency SEF process.

The process for obtaining an emergency SEF grant requires completion of the **first page only** of the attached SEF application. **NOTE: APPLICANTS MUST COMPLETE BOTH SIDES OF THE APPLICATION UNLESS THIS IS AN EMERGENCY REQUEST FOR NOT MORE THAN \$50.00.**

Upon receipt in the Student Services Office, the Emergency SEF application will be evaluated by a member of the SEF Committee. The applicant will be notified of a decision as soon as possible. In extreme emergencies, students may apply for emergency SEF assistance by a telephone call to 352-4103.

I have read and understand the guidelines and application process above.

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Signature

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Date

## STUDENT EMERGENCY FUND APPLICATION

NOTE: PLEASE ANSWER ALL QUESTIONS AND TYPE OR PRINT NEATLY

1. APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_
2. DATES OF ENROLLMENT AT REGENT: FROM \_\_\_\_\_ TO \_\_\_\_\_
3. ANTICIPATED GRADUATION DATE \_\_\_\_\_
4. CITIZENSHIP: \_\_\_\_\_
5. SCHOOL: \_\_\_\_\_ HOURS CURRENTLY ENROLLED: \_\_\_\_\_  
IF NONE, LAST TERM ENROLLED: \_\_\_\_\_
6. STREET ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_
7. HOME PHONE NUMBER: \_\_\_\_\_ WORK PHONE NUMBER: \_\_\_\_\_
8. MARITAL STATUS: \_\_\_\_\_ SPOUSE'S NAME: \_\_\_\_\_ # OF DEPENDENTS: \_\_\_\_\_
9. EMPLOYER: \_\_\_\_\_ HRS WORKING PER WEEK: \_\_\_\_\_
10. WHAT LOCAL CHURCH DO YOU ATTEND: \_\_\_\_\_  
DO THEY HAVE A BENEVOLENT MINISTRY? YES \_\_\_\_\_ NO \_\_\_\_\_ NOT SURE \_\_\_\_\_  
IF YES, HAVE YOU CONTACTED THEM FOR HELP? YES \_\_\_\_\_ NO \_\_\_\_\_
11. AMOUNT REQUESTED FROM SEF: \_\_\_\_\_ DATE NEEDED: \_\_\_\_\_  
DESCRIBE NEED IN DETAIL: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. IS ANY OF THIS AN IMMEDIATE EMERGENCY? YES \_\_\_\_\_ NO \_\_\_\_\_
11. BILLS/DEBTS PAST DUE:  
ACCOUNT NAME/CREDITOR: PMT/PERIOD DUE DATE: BALANCE: AMT OVERDUE:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. DESCRIBE OTHER EFFORTS TO MEET NEED: \_\_\_\_\_  
\_\_\_\_\_
13. FUNDS AVAILABLE TO MEET IMMEDIATE FINANCIAL NEEDS: \$ \_\_\_\_\_
14. ANTICIPATED NEAR TERM INCOME (I.E. NEXT 30 DAYS): \$ \_\_\_\_\_
15. CAN YOU GET HELP FROM YOUR PARENTS? EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_
16. DO YOU RECEIVE VA BENEFITS? \_\_\_\_\_ HOW MUCH? \_\_\_\_\_
17. % TUITION ASSISTANCE: \_\_\_\_\_ % SCHOLARSHIP GRANT: \_\_\_\_\_
18. OTHER SOURCES AVAILABLE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_  
SOURCE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_
19. HAVE YOU RECEIVED SEF ASSISTANCE BEFORE? YES \_\_\_\_\_ NO: \_\_\_\_\_  
IF YES, LIST DATE (S) AND AMOUNT (S): \_\_\_\_\_

# MONTHLY INCOME & EXPENSES

Income per month \_\_\_\_\_

Salary + \_\_\_\_\_

Interest + \_\_\_\_\_

Dividends + \_\_\_\_\_

Notes + \_\_\_\_\_

Rents + \_\_\_\_\_

Total Gross Income = \_\_\_\_\_

Less \_\_\_\_\_

1. Tithe - \_\_\_\_\_

2. Tax - \_\_\_\_\_

Net Spendable Income = \_\_\_\_\_

3. Housing (total) \_\_\_\_\_

Mortgage (rent) + \_\_\_\_\_

Insurance + \_\_\_\_\_

Taxes + \_\_\_\_\_

Electricity + \_\_\_\_\_

Gas + \_\_\_\_\_

Water + \_\_\_\_\_

Sanitation + \_\_\_\_\_

Telephone + \_\_\_\_\_

Maintenance + \_\_\_\_\_

Other + \_\_\_\_\_

4. Food (total) \_\_\_\_\_

5. Automobile(s) (total) \_\_\_\_\_

Payments + \_\_\_\_\_

Gas & Oil + \_\_\_\_\_

Insurance + \_\_\_\_\_

License + \_\_\_\_\_

Taxes + \_\_\_\_\_

Maint/Repair + \_\_\_\_\_

6. Insurance (total) \_\_\_\_\_

Life + \_\_\_\_\_

Medical + \_\_\_\_\_

Other + \_\_\_\_\_

8. Entert/Recreation (total) \_\_\_\_\_

Eating Out + \_\_\_\_\_

Trips + \_\_\_\_\_

Babysitters + \_\_\_\_\_

Activities + \_\_\_\_\_

Vacation + \_\_\_\_\_

Other + \_\_\_\_\_

9. Clothing (total) \_\_\_\_\_

10. Savings (total) \_\_\_\_\_

11. Medical Expenses (total) \_\_\_\_\_

Doctor + \_\_\_\_\_

Dentist + \_\_\_\_\_

Drugs + \_\_\_\_\_

Other + \_\_\_\_\_

12. Misc (total) \_\_\_\_\_

Toiletry, Cosmetics + \_\_\_\_\_

Beauty, Barber + \_\_\_\_\_

Laundry, Cleaners + \_\_\_\_\_

Allowance, Lunch + \_\_\_\_\_

Subscriptions + \_\_\_\_\_

Gifts + \_\_\_\_\_

Special Education + \_\_\_\_\_

Cash . \_\_\_\_\_

Other . \_\_\_\_\_

13. Debts (total) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL EXPENSES = \_\_\_\_\_

## INCOME VS EXPENSES

Net Spendable Income \_\_\_\_\_

Less Expenses - \_\_\_\_\_

\_\_\_\_\_