

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. 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 bona fide emergencies only. **Assistance for bona fide emergencies will be limited to a minimum of three (3) months apart.**
2. A maximum of five (3) 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 \$1,000.00.
4. A student must be **enrolled for at least one semester** before becoming eligible to receive a grant for the SEF.
5. Students requesting assistance for a second time are required to make an appointment to receive financial counseling. The second request for assistance will not be considered until this financial counseling is received by the applicant. Please contact Roger Cheeks at 757-352-4486 or email him at rogeche@regent.edu to arrange an financial counseling appointment.

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

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 emergency financial crisis 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 EMERGENCY FINANCIAL CRISES

Recognizing that various financial emergencies arise that require immediate attention (e.g. family without groceries, etc.), there is an **Emergency Financial Crisis** SEF process available. In special circumstances, students may receive an emergency grant 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 emergency financial crisis SEF grant requires completion of the attached SEF application. Upon receipt in the Student Services Office, the application will be evaluated by two members of the SEF Committee. The applicant will be notified of a decision as soon as possible. Approved applicants will receive immediate financial assistance from the business office. In extreme emergencies, students may apply for emergency SEF assistance by a telephone call to 352-4103.

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

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

Signature

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 + _____

Prescriptions + _____

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 - _____
