

I. Overview

This procedure provides a mechanism by which the University of Arkansas Community College at Batesville Foundation administers emergency student funds. Funding is available to UACCB students in three forms: gas assistance, a foundation loan and a foundation grant.

II. Practice

To apply for student emergency funding, a student must complete and return the Foundation Emergency Student Fund Application to the Director of Development. In addition to the application, students applying for a loan or grant will need to provide a letter of recommendation and support documents if requesting assistance in paying bills.

Students applying for gas assistance will only need to complete the first half of the emergency student fund application and sign the application. Students receiving this assistance are provided a gas card redeemable at a local gas station.

After receiving the application material for a loan or grant, the Director of Development will review the materials provided and consult various offices on campus to determine eligibility to repay the loan. The Director will also review applicant's grades to determine academic history. Limited funding requires that loans be capped at \$300 and that grant opportunities be limited to special circumstances. Students receiving loans are required to pay the loan back within six months. The Director of Development will notify students regarding loan/grant decisions. If approval is given, the Director will process a payment paperwork.

Students that fail to repay loans will be placed on hold resulting in grades, certificates, diplomas, degrees, transcripts and recommendations being withheld until the balance is paid in full. Students that elect to leave school before the end of the semester are still responsible for loan repayment.

III. Clarifying Points

Students applying for student emergency funding must be enrolled in a degree, diploma or certificate program, have completed at least one semester at UACCB and be in good academic standing (GPA of 2.0 or higher and completed 75 percent of coursework). Students are eligible for gas assistance once per semester and are eligible for loans once per academic year. Funding is not guaranteed and is based on the availability of funds.

Adopted: February 24, 2012

Revised: April 5, 2017

Foundation Emergency Student Fund Application

Emergency student funding is available through the UACCB Foundation Office to assist UACCB students in their time of need. Funding is available in three forms: gas assistance, a foundation loan and a foundation grant. Due to limited funding, grant opportunities are limited to special circumstances. To apply for gas assistance, complete the first half of this application and sign the bottom of the form. To apply for loan or grant assistance, students must complete this form, attach a letter of recommendation and provide support materials. (i.e. copies of bills, etc.) Students must be enrolled in a degree, diploma or certificate program, have completed at least one semester at UACCB and be a student in good academic standing (GPA of 2.0 or higher and completed 75 percent of coursework). Students are eligible for gas assistance once per semester and are eligible for loans once per academic year.

☐ Gas Assistance☐ Foundation Loan☐ Foundation Grant

First Name _____ MI _____ Last Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ (home) _____ (cell) _____ (contact)

e-mail _____ SS# _____

Summarize below why you need these funds:

Loan Repayment: I, _____ (print name), acknowledge that I am receiving a loan from the UACCB Foundation Emergency Student Fund in the amount of \$ _____. I agree to pay this amount back on _____ (date) in the following manner (ex. financial aid funds, personal check or other arrangements):

Students that fail to repay this loan will be placed on hold resulting in grades, certificates, diplomas, degrees, transcripts and recommendations being withheld until the balance is paid in full. A student that elects to leave school before the end of the semester is still responsible for loan repayment.

Student Signature _____ Date: _____

UACCB Operating Procedure

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Approved: ☐ Yes ☐ No Approval Signature _____ Date: _____