2019 Los Rios Student Emergency Fund Instructions

The Los Rios Student Emergency Fund provides immediate financial assistance to Los Rios students involved in sudden and unexpected catastrophic or emergency situations. The purpose is to assist students who are temporarily in need so that their continued academic progress towards a certificate, degree or transfer is not adversely affected by the emergency. All awards are contingent upon the availability of limited funds, provided through generous donations. The Emergency Fund cannot provide financial assistance for normal, everyday expenses that are ongoing and not the result of an emergency, regardless of financial need.

There are a variety of resources available to students in emergency situations. Please first visit your Financial Aid or Student Services office for more information on the types of services that may be available to you.

Eligibility Requirements

- Must have a temporary need resulting from a sudden, unexpected emergency event and must be able to provide sufficient documentation indicating that the situation meets this requirement.
- Must be in “Good Standing” and must have a cumulative 2.0 GPA or higher. Must not be on academic probation of any kind.
- Must be currently enrolled in at least 6 units at a Los Rios college AND have completed at least one semester with a minimum of 6 units.
- Must not have more than 60 units without an explanation for the excess of units.
- Must have identified and made progress toward an academic goal.
- Other possible resources (such as insurance, financial aid or funding from other service organizations) must have been considered and have been found to be unavailable or insufficient. Must show evidence or address in questions, if applicable.
- A maximum of one award of up to $1,500 will be allowed to any one student during all combined enrollments at Los Rios colleges.
- A plan should be included in application that demonstrates that the student will be able to move successfully forward following an award.
- Exceptions to these guidelines are rare and will be considered on a case by case basis.

Examples of Covered Expenses

Typical emergency-situation expenses that may be covered include but are not limited to:

- Travel costs related to sudden death or illness in the immediate family.
- Safety related needs (i.e. changing a lock on a vehicle or home, relocating).
- Replacement of essential personal belongings due to fire, natural disaster or theft (not covered by insurance or other agency).
- Costs related to medical care (not covered by insurance or other agency).

Types of Expenses not Covered

- Everyday expenses that are ongoing and not the result of an emergency
- Non-essential bills, entertainment, recreation, non-emergency travel or other non-essential expenses.
- Household items, personal belongings or furniture costs (unless essential to safety as stated above)
- Debts incurred before or unrelated to the emergency
- Fines or restitution owed from criminal or civil court cases.
- Penalties and interest on past due bills.
**Application Procedure**

Applications are available from:

- **American River College**: Student Support Services (Kolleen Ostgaard)
- **Cosumnes River College**: Student Support Center (Shelly Charron)
- **Folsom Lake College**: Folsom Lake College Foundation (Angie Williams)
- **Sacramento City College**: CalWORKS (Ramona Cobian)

1. Return the completed application to the office from which it was obtained with all requested attachments.
2. The college office will forward the completed application packet to the Los Rios Colleges Foundation, where it will be reviewed by the awards committee.
3. The applicant will be notified by email of the committee’s decision; usually within 2 business days of receipt by the Los Rios Colleges Foundation.
4. If an award is made, a check will be forwarded to the appropriate college business office for pick up by the student, or to the appropriate agency (such as the bookstore) if payment is made directly to a third party.
5. A letter of thanks addressed to donors is requested, as well as a one-year update on your progress.

**Please note:** All money distributed from the Student Emergency Fund is considered a grant to the student; some funds may be counted as income and may be subject to state and federal taxes.
Student Emergency Fund Application

With Special Thanks to Our Generous Donors

Today's Date________________    Student ID # w_________________________________________

Name____________________________________________________________________________________

Have you previously applied for a grant from the Los Rios Foundation Student Emergency Fund?  □ Yes □ No
If yes, did you receive any money in the form of a grant to you?  □ Yes □ No (If yes, you are not eligible for a
second award.)

E-Mail Address_________________________________________ Phone Number_________________________________________
(E-mail is the primary means of communication)

Local Address ______________________________________________________________________________
(Address, City, Zip Code)
Campus of Primary Attendance: □ ARC □ CRC □ FLC □ SCC    Anticipated Graduation Date ___________

Current # of Units Enrolled___________               Total Units Completed at Any Los Rios College ____________
(Copy of Transcripts Required)

Place a check next to any items with which you need emergency assistance:
□ Travel costs related to sudden death or illness in the immediate family
□ Homelessness or housing issues
□ Replacement of household or personal belongings due to fire, natural disaster or theft
□ Safety related needs (i.e. changing lock on a vehicle or home)
□ Medical expenses
□ Other:
Describe ________________________________________________________________________________________________

1. Are you currently receiving Federal Financial Aid?  □ Yes □ No

2. Are you currently enrolled in and receiving cash aid from EOPS/CARE □ Yes □ No

3. Are you or your children currently on CalWORKs/TANF (receiving cash aid)? □ Yes □ No

4. Do you have housing? □ Yes □ No    Is it: □ Temporary or □ Long-Term

5. What is your marital status as of today? □ Married □ Single/divorced □ Widowed

6. Do you have children who receive more than half of their support from you? □ Yes □ No

7. Do you have dependents other than your children/spouse who live with you and who receive more than half of
   their support from you? □ Yes □ No    If yes, who and how many? ___________________________________________
8. If you answered “yes” above, are you the sole provider of income? ☐ Yes ☐ No

Provide detailed description of catastrophic/emergency event. How will this emergency effect your ability to complete your education? Please show evidence if applicable and attach additional page if needed.

What would funding be used for? **Must include**, itemized description with prices, amounts, payment due dates and other pertinent information. **MUST** attach documentation -- examples: an itemized bill or estimate from a locksmith or car mechanic, a police or fire report indicating missing or damaged items, doctor’s note, etc.

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Total Amount Requested: $___________

If your need is greater than the maximum award, what is your plan to cover the remainder of your expenses? How do you plan to finance your future enrollment and/or ongoing expenses?
What other types of assistance have you sought? The Student Emergency Fund is a fund of last resort. All other options must have been considered and have been found to be unavailable or insufficient. Attach evidence if applicable.

Are you currently employed □ Yes □ No
If yes, how many hours a week do you work? ___  If no, please explain why:

Attach the following:

☐ REQUIRED: Attach a copy of your most recent transcript showing current enrollment. Must be currently enrolled in at least six units and must have a total of no more than 60 units. Student must be in good academic standing, be making satisfactory academic progress, and have at least a 2.0 GPA.

☐ REQUIRED: Attach documentation of emergency (a police or fire report, doctor’s note, death certificate, etc.); AND documentation of costs associated with the emergency (rental agreement, an itemized bill or estimate from a locksmith or car mechanic, travel receipts, used textbook prices, etc.)

☐ OPTIONAL: Attach documentation that provides any other information that you feel the committee should know. Examples include: Details of emergency, Educational Plan, letter of support from faculty or staff.

PLEASE READ AND SIGN

By signing this form you are giving the Student Emergency Fund Committee and the campus point of contact consent to communicate with any referenced faculty member, or any other student services or financial aid services program that you may or may not be eligible for. If necessary, you will be contacted for further information or asked to provide additional documentation. After the necessary members of the Student Emergency Fund Committee review the application, you will immediately be notified of the committee’s decision. Checks will be available for pick-up from the servicing campus Business Services Office.

Signature:_______________________________________   Date:__________________

Signature of Applicant

Please return completed application to the same office that provided the form to you.