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.
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 in good standing
   b. be evaluated on other aid received
   c. be evaluated on other resource inquiries
   d. have an acute need
   e. recipients are required to write a thank-you letter
   f. value determined on extenuating circumstance
   g. 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:**

   - **STUDENT** submits application via Qualtrics
   - **ADMINISTRATIVE ASSISTANT/ BUSINESS SERVICES** creates student file to include:
     - Application
     - Budget
     - Holds
     - Transcript
     - RPAAWRD
     - SGASTDN
     - TSICSRV
     - Degree Works Grad Checklist
     - Degree Works Student View
   - **ADMINISTRATIVE ASSISTANT** schedules interview
   - **VICE PRESIDENT/ASSOCIATE VICE PRESIDENT** reviews application and interviews student
   - After review of application & interview, will the student be awarded?
     - **NO**: VICE PRESIDENT/ASSOCIATE VICE PRESIDENT informs student they do not qualify
     - **YES**: VICE PRESIDENT/ASSOCIATE VICE PRESIDENT determines award
   - Will the Vice President request funding assistance from other units?
     - **NO**: VICE PRESIDENT/ASSOCIATE VICE PRESIDENT coordinates with other units
     - **YES**: VICE PRESIDENT/ASSOCIATE VICE PRESIDENT informs student
   - **STUDENT** signs and returns MOU
   - **ADMINISTRATIVE ASSISTANT** writes up MOU and gives to student
   - **ADMINISTRATIVE ASSISTANT** updates student file and submits MOU
   - **BUSINESS SERVICES** processes MOU thorough Qualified scholarship process
Utah State University’s Emergency Hardship Fund provides grants to students who have encountered circumstances that otherwise cause them to drop out of school. Based on your documentation, application and interview, professional judgment will be used to assess your hardship and the extent to which USU may be able to help you.

** INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

Name: ____________________________

Email: ____________________________

A#: ____________________________

Phone number #: ____________________________

**DEMOGRAPHICS:**

Are you working? [ ] Yes [ ] No

If yes, what is your hourly earning rate? ____________________________

If yes, what do you earn on average per month? ____________________________

Have you asked another agency (i.e. community/religious) for assistance with this matter? [ ] Yes [ ] No

If yes, please indicate who: ____________________________________________

Marital Status:

[ ] Single

[ ] Married

[ ] Domestic Partnership

Partner’s monthly income: ____________________________

Number of dependent children living with student: ____________________________

Have you filed a current FAFSA? [ ] Yes [ ] No

If not, what is preventing you from doing so? ____________________________________________

How did you learn about the Emergency Hardship Fund? ____________________________________________

**REQUEST INFORMATION:**

What semester are you requesting funding for?

[ ] Fall

[ ] Spring

[ ] Summer

What expenses are you requesting funding for?

- tuition/fees
- textbooks/school supplies
- medical/health
- rent/utilities
- groceries
- living expenses
- other (brief description): ____________________________________________
PERSONAL BUDGET ESTIMATION:

<table>
<thead>
<tr>
<th>LIVING EXPENSES</th>
<th>SCHOOL EXPENSES</th>
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<tr>
<td>Utilities</td>
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<td>Groceries</td>
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<td>Insurance</td>
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<tr>
<td>Other</td>
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<tr>
<td>Sub-total</td>
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Total: $0

PLEASE SHARE THE DETAILS OF YOUR HARDSHIP:
## Confidential Student Issues

<table>
<thead>
<tr>
<th>Name (Last, First)</th>
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<tbody>
<tr>
<td>Date</td>
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</tr>
<tr>
<td>A#</td>
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<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
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<tr>
<td>Campus Site code</td>
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</table>

- Application
- Degree Works Grad Checklist
- Degree Works Stu View
- Budget
- Holds
- ROARMAN
- SGASTDN
- Transcript
- TSICSRV

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount Awarded</th>
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<tbody>
<tr>
<td></td>
<td>STUDENT GRADE LEVEL</td>
<td>Enter the amount (if any) awarded as a result of today’s actions.</td>
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<tr>
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<td>Major</td>
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<td>NEED INDEX</td>
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<tr>
<td></td>
<td>Financial Aid Counselor</td>
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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