

Procedure: 3.14A

College Student Relief Fund Procedure

- Students applying for emergency assistance from the College Student Relief Fund must submit an online or paper application to the Basic Needs Center.
- Once received, the Basic Needs Coordinator will verify the student's eligibility and evaluate the merit of the request in consultation with the Dean of Student Services.
- If the student is requesting assistance to pay a portion of a utility bill or rent, the student's name and address on file with the College must match the bill or documentation provided. If the student's name is not on the bill or lease statement, the student must provide documentation that they are residing at the address listed on the bill or documentation.
- Once an application for emergency assistance is approved, the Basic Needs Center will pay for it on the student's behalf:
 - The preferred method of payment is to use a College credit card. The Basic Needs Center Coordinator will be responsible for documenting every expense, the nature of the payment, documentation of the student assisted, and a copy of the bill. This information will be submitted with the monthly credit card statement reconciliation.
 - In situations where payment by a College credit card is not available, additional documentation may be needed according to the College's purchasing policies and procedures. The College will pay the bill directly and will not provide payment directly to the student.
 - The Basic Needs Center will retain the receipt(s) once payment(s) has been completed for documentation purposes.

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