

## **Ed Coulter Student Emergency Fund Dispersal Committee**

### **Background**

The Ed Coulter Student Emergency Fund (ECSEF) was created in spring 2011 as a result of a discussion in the ASUMH Faculty Association about a need for such a fund. The first fund-raiser with monies dedicated to the fund was the ASUMH Faculty Association selling water at the 2011 Red, White, and Blue Festival. Subsequently, part of the profits of the 2011 production of *Annie* was donated to the fund as other elements of the University joined in supporting the fund. In May of 2012, the ASU System Board of Trustees approved officially naming the fund the Ed Coulter Student Emergency Fund.

The ASUMH Service Team, which formed in the spring of 2012 as a representative body of ASUMH employees who sought to raise monies for services and to organize service projects, then became the overseers of the ECSEF.

### **Purpose**

The Ed Coulter Student Emergency Fund provides one-time, limited financial assistance to students at Arkansas State University Mountain Home to enable those students to complete their course work. The ECSE Fund does not replace federal or state financial aid or scholarships, but is meant to assist a student in completing his or her semester or course should an unexpected financial hardship arise.

Applicants for the ECSEF should be aware that the fund is to be used in cases of emergencies only, and students may receive funds from the ECSEF only once. Only complete applications will be considered, and additional supporting documentation of the financial need is required. The burden of the proof of an emergency falls upon the applicant. The applicant must prove that the funds are needed to continue the student's schooling in the semester that is in session at the time of the application.

### **Membership**

The Ed Coulter Student Emergency Fund Dispersal Committee consists of a representative from Student Services, who shall act as chair, the staff co-chair of the ASUMH Service team (or appointed representative), and the Faculty Co-Chair of the ASUMH Service (or appointed representative).

### **Charges**

The committee:

- A. Annually reviews and revises policies and procedures for dispersing student emergency funds.
- B. Receives and evaluates student emergency fund applications and disperses funds in accordance with guidelines.
- C. Maintains records of activities

### **Guidelines**

Availability:

Funds dispersed to a student shall not exceed \$300.00.

Student may only apply for or receive monies from the fund one time.

Examples of types of requests that **can** be granted:

- A student's current electric bill
- A student's portion of current cell phone bill
- A student's current Internet bill
- A student's current rent
- Childcare for a student's children or children under legal guardianship
- Repairs to a student-owned vehicle that the student uses to get to school (no online vendors)
- Gas cards, distributed as needed only
- Textbooks if lost, stolen, or damaged
- Medicines that a student must take to function in class or to be able to complete coursework

Examples of types of requests that **can NOT** be granted:

- Credit card debt
- Medical debt
- Any debt incurred before becoming a student
- Any debt not directly related to completing course work
- Phone repair, computer and household appliances
- Tuition, fees, books, or supplemental instructional materials/access codes
- Car payment
- House payment

#### **Process:**

Applications to the Ed Coulter Student Emergency Fund are available online under "Student Support Services" and are submitted to Student Services or Admissions.

Upon receipt of an application, the Student Services representative shall, within twenty-four hours in a regular work week, email the members of the Ed Coulter Student Emergency Fund Dispersal Committee, summarizing the application information and calling for a vote from committee members to approve or not approve the application.

Committee members may communicate upon receipt of the application information by phone, in person, or by email to discuss the merits of the application before voting, but they must email the representative for Student Services within twenty-four hours as to their vote. The passage will be by simple majority.

If the vote is in the affirmative, the Student Services representative must start the process to have a check cut to fill the student's needs. Whenever possible, the check will be cut directly to the service provider.

As a student emergency fund is for an emergency, cutting the checks will be expedited to occur within twenty-four to forty-eight hours. This process means from receipt of an application to deliverance of awarded funds should take no longer than three days if all necessary documentation is received.

If the application is denied by the committee, the Student Services representative will contact the student by phone and by email and explain why the application has been denied.

To further assist students, a list of services available in the community will be provided along with the check. Any student who applies for assistance will automatically receive the web address which lists available assistance programs in the community.

**Eligibility:**

A student must be in good standing and currently enrolled in at least six semester hours at Arkansas State University--Mountain Home at the time of application.

The student must agree to provide documentation of the unanticipated barrier creating a financial hardship and impacting his or her ability to complete his or her coursework.

The student must provide a clear plan on how these funds will be used to overcome this barrier.

The applicant's college record must be free from disciplinary action.