ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

POLICY:	**STUDENT EMERGENCY FUND**
EFFECTIVE DATE:	**JANUARY 11, 2016**
REVISED DATE:	**OCTOBER 6, 2023**

DEFINITIONS

ACE Scholars: CSUSM Program that supports former foster youth.

Cougar Care Network: Support Services department under CSUSM Dean of Students Office that provides information, services, and support to students in need.

Degree Seeking Program: Major or program that cuminates in the attainment of a bahcelor's or master's degree.

Maxient: CSUSM Internal database for managing student cases.

Middle Class Scholarship: Financial Aid opportunity overseen by CA Student Aid Commission for students with family income and assets up to $201,000

PURPOSE

The ASI Student Emergency Fund (SEF) provides compassionate assistance to currrently enrolled CSUSM students who encounter unforeseen financial emergencies or catastrophic events that disrupt their progress toward a degree. These funds are not intended to be used for routine expenses nor as a consistent supplement to a student's education funding sources. These funds are not required to be repaid.

POLICY

I. Funding for ASI Student Emergency Fund is determined annually during the ASI budget allocation process in the spring for the subsequent fiscal year.

II. Funds for ASI Student Emergency Fund are managed by and contained within the budget of the ASI Vice President of Finance & Operations

III. All requests must be urgent in nature.

IV. Automatic denials include:
1. Student applicant is not enrolled in the current semester at CSUSM.
2. Student applicant has exceeded financial aid cost of attendance.

       a.   Student will be informed about appeal process with Financial Aid
3. Student is not in a degree seeking program (Open University).
4. Student is not enrolled in a program that pays the ASI Student Body Fee
      a)   However, money collected from other revenue sources can fund these student applicants as long as funds are available.

V. An application will be denied if a student has not responded to Cougar Care Network (CCN) after three outreach efforts (phone call, email to personal/CSUSM email, etc.) for required meeting with CCN member.
      a)   Student will be asked to re-submit and provide additional documentation or information regarding the emergency situation.

VI. Funds will not be awarded to the same student more than once during an academic year. Committee will consider academic year July 1- June 30.
1. Summer applicants must be enrolled in either summer and/or fall classes.
      a)   Summer awards through Financial Aid and Student Financial Services will need to be awarded to the prior spring semester disbursement in order to avoid delay of award to the student recipient
      b) If a student is an incoming freshman, funds cannot be disbursed until fall semester Financial Aid awards are processed. Funds cannot be awarded for a previous semester because they were not previously enrolled.
2. Winter applicants must be enrolled in winter intersession and/or spring classes.
3. Students will be ineligible to apply more than once during the academic year.
      a)   Exceptions can be made if there has been another financial emergency or catastrophic, unforeseen circumstance unrelated to prior application, the student may apply again. Team will make final approval or denial decision.
4. Students will only be eligible three (3) times for funding during the duration of the their time at CSU San Marcos as an undergraduate student. Graduate students are eligible one (1) time for funding during their program.
      a)   Any applications received beyond this maximum will be reviewed but not guaranteed. Special approval will be required by ASI Vice President of Finance & Operations.
VII. ACE Scholar students will be encouraged to first reach out to ACE at **ace@csusm.edu** before applying to ASI Student Emergency Fund to ensure students explore all available options.
VIII. Students seeking funding for medical related expenses under $500 will be encouraged to contact and apply for SHCS Health Assistance Fund prior to ASI SEF application submission.
    a.   If funding request is over $500, student is eligible to apply for both funding sources.
    b.   Application will ask student if they have received funding or applied for SHCS Health Assistance Fund.

PROCEDURES

I. The application is located online on the ASI website and requests are automatically downloaded into Maxient.
   1. Application, backup documentation, and student enrollment will be reviewed and verified by ASI upon review of application and documentation.
      a) Submitted applications must be thorough and include as much information as possible regarding the need for emergency funds. Student must also submit true and accurate backup documentation for emergency situation.
      b) If situation is of a confidential matter, the ASI will assign to CCN to meet with student and document situation in written letter that can be submitted in lieu of personal documents.
      c) ASI will verify current enrollment, confirmation in degree seeking program, amount of times awarded SEF, and enrollment in program that pays the ASI student body fee.
   2. ASI will assign file to CCN after confirmation of above information
      a) CCN will review student's request, submitted documentation, and confirmation it meets SEF policies.
      b) CCN determines if application is eligible for automatic approval with resources or if CCN needs to meet with student applicant prior to award.
         i. This includes for specified criteria including housing insecurity, food insecurity, physical and/or mental safety.
         ii. CCN will also review if student has received Middle Class Scholarship to determine if student would like to continue SEF award process. If student awarded SEF, they would be responsible for any back payment related to the Middle Class Scholarship. Application will include question about if student has received Middle Class Scholarship.
      c) If meeting needed, student will meet with a member of the CCN prior to application being sent to Team for approval or denial.
         i. This could include in person, phone call, or zoom/skype/Teams meetings.
   3. An application will be denied if a student has not responded to Cougar Care Network after three outreach efforts (phone call, email to personal/CSUSM email, etc.) for required meeting with CCN member.
      a) Student will be asked to re-submit and provide additional documentation or information regarding the emergency situation.
II. Awards are determined by the Student Emergency Fund Team which includes university staff members who work directly with the Cougar Care Network, as well as the ASI Vice President of Finance & Operations and reviewed by an ASI staff member, as designated by the ASI Executive Director.
      a) A decision must be made by a majority of the team members.
      b) Team will consider awarding $350 based on documented need in the form of a Financial Aid Scholarship.
III. Funds are distributed to the SEF recipient in the form of a Financial Aid Scholarship.

a) An ASI staff member will send notification of award or denial to student applicant via their campus email account after review and approval by ASI Student Emergency Fund team.

b) Notification and student information sent to Financial Aid who will apply award to student account. Student Financial Services will post money to student account. Payment will be issued by Accounts Payable to student in next check run or delivered via Direct Deposit

c) Accounts Payable will deliver check to Student Financial Services.

d) Cashiers will notify student that the check is available for pick-up. If campus is closed, check will be mailed to student address in their MyCSUSM.

e) CSUSM will bill back ASI for Scholarship award via invoice process.

IV. In the event that the SEF funds are depleted, the ASI Vice President of Finance & Operations can choose to transfer funds from ASI Leadership Fund and/or request that additional funds be transferred into SEF from reserves or from funds donated to the Student Emergency fund via donations made on the University Advancement website or payoll deductions.

V. Funds donated to the ASI Student Emergency Fund via donations made on the University Advancement website or payoll deductions will be transferred to ASI SEF fund at the beginning of each fiscal year.

VI. A list of all applicants, both approved and denied, will be maintained by an ASI Professional Staff member in coordination with other members of the ASI Student Emergency Funding Team. List will include student names, student ID, and amount awarded, if applicable.

a) Each applicant will also receive information about any available Financial Aid awards and/or loan opportunities available to them.

RELATED DOCUMENTS

I. Student Emergency Fund application
https://cm.maxient.com/reportingform.php?CSUSanMarcos&layout_id=11

II. ASI Student Emergency Fund website
https://www.csusm.edu/asi/services/emergency_fund.html

III. CSUSM Student Financial Services
https://www.csusm.edu/sfs/index.html

IV. CSUSM Financial Aid
https://www.csusm.edu/finaid/index.html