



**ASSOCIATED STUDENTS, INC.  
CAL STATE SAN MARCOS**

**ASSOCIATED STUDENTS, INC.**

## **STANDARD OPERATIONS POLICY & PROCEDURE MANUAL**

**POLICY: STUDENT EMERGENCY FUND**

**EFFECTIVE  
DATE: JANUARY 11, 2016**

**APPROVAL  
DATE: AUGUST 21, 2020**

### **PURPOSE**

The Student Emergency Fund (SEF) provides compassionate assistance to currently 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 AND PROCEDURES**

- A) Funding for Student Emergency Fund is determined annually during the ASI budget allocation process in the spring for the subsequent fiscal year.
- B) Funds for Student Emergency Fund are managed by and contained within the budget of the ASI Executive Vice President.
- C) All requests must be urgent in nature.
- D) Automatic denials include:
  - a) Student applicant is not enrolled in the current semester at CSUSM.
  - b) Student applicant has exceeded financial aid cost of attendance.
  - c) Student is not in a degree seeking program.
  - d) Student is not enrolled in a program that pays the ASI Student Body Fee
- E) 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.
  - a) Summer applicants must be enrolled in either summer and/or fall classes.
    - i. 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
    - ii. 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.
  - b) Winter applicants must be enrolled in winter intersession and/or spring classes.

- c) Students will be ineligible to apply again during the academic year.
  - i. 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.
  
- F) ACE Scholar students will be encouraged to first reach out to ACE at [ace@csusm.edu](mailto:ace@csusm.edu) before applying to Student Emergency Fund to ensure students explore all available options.
  
- G) The application is located online and requests are automatically downloaded.
  - a) Application, backup documentation, and student enrollment will be reviewed and verified by Cougar Care Network prior to Team recommendation.
    - i. Student will meet with a member of the Cougar Care Network prior to application being sent to Team. This could include in person, phone call, or zoom/skype/Teams meetings.
    - ii. If denied due to Cost of Attendance, student will be notified of Financial Aid appeals process.
  - b) Submitted applications must be thorough and include as much information as possible regarding the need for emergency funds. Student must also submit backup documentation for emergency situation.
  - c) 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 back-up documentation or for required meeting with CCN member.
    - i. Student will be asked to re-submit and provide additional documentation or information regarding the emergency situation.
  - d) 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 Executive Vice President and an ASI staff member, as designated by the ASI Executive Director.
    - i. A decision must be made by a majority of the team members.
    - ii. Team will consider awarding \$250 based on documented need in the form of a Financial Aid Scholarship.
  - e) Funds are distributed to the SEF recipient in the form of a Financial Aid Scholarship.
    - i. An ASI staff member will send notification of award or denial to student applicant via their campus email account within 7 business days after meeting with Cougar Care Network.
    - ii. 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
    - iii. Accounts Payable will deliver check to Student Financial Services.
    - iv. 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.
    - v. CSUSM will bill back ASI for Scholarship award via invoice process.
  - f) In the event that the SEF funds are depleted, the ASI Executive Vice President 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 payroll deductions.

- g) 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 Student Emergency Funding Team. List will include student names and amount awarded, if applicable.
  - i. Each applicant will also receive information about any available Financial Aid awards and/or loan opportunities available to them.