

DIN: 7200-2-01
Name of Process: Awarding Learner Emergency Funds

Purpose

To assist students who demonstrate a financial emergency prior to the first distribution date of financial aid. This fund is capped at \$2000.00 and individual loans may be approved as follows:

- \$50.00 Personal expenses as determined by counseling staff
- Up to \$300.00 for school related expenses

The steps of this process can be completed quickly as the learner brings the completed form to each office involved in the approval process so there are no delays. The payment process is also expedited so that the learner receives the funds in a timely manner.

Scope

All NTC students

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
School Related Expenses	Books, software & supplies
Personal Expenses	Including but not limited to transportation issues, child care and other factors that affect the ability to attend classes.

Process

The table below describes responsibilities for this process:

Stage	Who	Description
1	Learner	Complete Emergency Loan Application form. Bring to Counselor for review and signature.
2	Counselor/Designated Staff	Meet with learner to determine eligibility. Obtain additional counselor's signature if request is over \$100.00 and up to \$300.00. If learner has been sent to counselor by Financial Aid, Counselor can also verify that a learner has a financial aid application on file (eliminating Stage 4 below.)
3	Learner	Bring completed form, signed by counselor, to Financial Aid Office for verification of eligibility and signature.
4	Financial Aid Office	Verify that learner is in the process of applying for financial aid. Inform learner that the amount of the loan, if approved, will be deducted from the financial aid award.
5	Learner	Submit completed application form with all necessary signatures to Business Office.
6	Business Office	Verify that learner has no previous outstanding loans. If none, enter loan request into ISRS and

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 08/23/10 3:38 PM
Document Number: 7200-2-01	Rev.	Page 1 of 2	Level #
Title: Awarding Learner Emergency Funds			Implementation Date: 8/23/2010

		inform BSU accounts payable that request is pending. Inform learner of disposition of payment, if approved. Inform counseling staff when \$2000.00 cap on funds is reached.
7	BSU Business Office Accounts Payable staff	Process check or direct deposit upon receipt of the application request. If a check is issued, send it to NTC campus via morning courier for recipient to pick up in the Business Office.

Supporting references

Listed below are college documents that support this process:

7200-4-01 Short term loan request form

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 08/23/10 3:38 PM
Document Number: 7200-2-01	Rev.	Page 2 of 2	Level #
Title: Awarding Learner Emergency Funds			Implementation Date: 8/23/2010