



## **Student Emergency Fund Provided by the UA Cossatot Foundation**

The UA Cossatot Foundation Student Emergency Fund offers short-term financial assistance to currently enrolled students facing unexpected hardships that threaten their ability to remain enrolled. This fund is designed to support student retention and educational success and is not intended to replace or supplement financial aid. It is available only when other campus or community resources are inaccessible or insufficient. Funding is limited and made possible exclusively through private donations to the UA Cossatot Foundation.

### **Criteria:**

The Student Emergency Fund is available to all enrolled students. To apply for these funds, you must meet the following criteria:

- Be enrolled in at least 3 credit hours (fall, spring, or summer) during the semester in which you apply for funding.
- Have not received \$500 in student emergency funds within 12 months from the date of the previous award.
- Adult Education and High School Concurrent students are not eligible at this time.

### **How Much Does the Student Emergency Fund Award:**

Students may receive up to **\$500 per 12-month period**.

**NOTE:** Final award amounts are based on need and documentation; receiving the maximum is not guaranteed.

### **What Can This Fund Cover:**

The Student Emergency Fund covers short-term, unanticipated emergencies. Emergencies are defined as **urgent, unforeseen, and non-recurring**. Examples of emergency situations may include, but are not limited to:

- Loss of job, related to company layoff or mass termination (voluntary resignation or termination due to behavior or work disruptions may not qualify)
- Change in self/family income (e.g., reduction in work hours – must be prompted by the employer)
- Emergency car repairs
- Gas Card or Food Vouchers
- Technology Disruption (hardware, Software, Internet) – *For online students only*
- Housing needs (Loss of housing, Utilities, Repairs)
- Safety-related needs (e.g. changing a lock)
- Unexpected medical expenses
- Emergency travel expenses (e.g., due to health / death of family members)
- Replacement of essential items due to fire, natural disaster, or theft (e.g., eyeglasses, clothing, etc.)

### **What Does This Fund NOT Cover:**

- Normal or anticipated academic expenses, such as tuition and fees

- Normal or anticipated expenses (e.g., automobile payments or insurance premiums, routine car maintenance, household or furniture costs, or credit card payments)
- Non-essential utilities (e.g., cable)
- Child care
- Penalties, fines, tickets, legal fees, or jail bonds
- Medical expenses for non-dependents or friends
- Computer or technology replacement due to negligence
- Lost IDs or meal cards
- Non-essential utilities, household or furniture costs not related to damage or theft
- Costs for entertainment, recreation, or non-emergency travel
- Replacement of non-essential personal items due to fire, flood, theft or natural disaster

**Do I Need to Repay the Funds:**

No. Unlike a loan, the money awarded through this fund does not need to be repaid.

**Required Documentation:**

Documentation needs to be personalized (e.g., includes student's name) and support the information provided in the personal statement. If the documents are not in the student's name, a statement explaining the relationship and proof will be required, such as birth certificate, driver's license, marriage license, etc. Examples of acceptable documentation including, but not limited to:

- Invoices with costs/expenses
- Cost estimates (e.g., for repairs or replacement)
- Past due rent or utility bill statements (e.g., power bill)
- Receipts
- Debit/credit card statements (highlight specific charges related to the expenses included in your personal statement)
- Employment Termination Notice or Unemployment Letter
- Paystubs showing change in income (i.e., reduction of work hours)

**How Do I Apply:**

Students will be required to complete an application and submit proper documentation to the Foundation and Advancement Director. Students *must be* referred by a UA Cossatot faculty or staff member. Said faculty/staff member will need to submit an official referral form on behalf of student.

**What Happens After I Apply:**

Once application is received, it will be reviewed within 3-5 business days. Funds will be distributed within 5-7 business days. Applications will not be reviewed during the weekend or university holiday closures.

**What Happens When/If I Am Awarded:**

All payments will be processed through appropriate Workday requisitions and procedures. When possible, payment arrangements will be made to the vendor first, then to the awarded student. Students will receive their awarded amount in the form of check or voucher. Students who are awarded will be required to submit paid receipts of the completed service or bill to the Foundation and Advancement Director within 7 business days to confirm that the Student Emergency Fund was used appropriately. Failure to submit paid receipts will result in the student not being considered for future emergency funds.

**Who Do I Contact if I Have Any Questions:**

Madelyn Jones- Foundation and Advancement Director at [mjones@cccua.edu](mailto:mjones@cccua.edu) or 870-584-1172.

***Confidentiality***

*All applications will be handled with discretion. Access to student information is limited to the Foundation and Advancement Director, the Student Emergency Aid Review Team, and Business Office personnel. Additional information may be requested if needed to evaluate the request.*



**Student Emergency Fund Application  
Provided by the UA Cossatot Foundation**

Please retain receipts or proof of expenses. The Student Emergency Fund review team may ask you to supply copies of documentation associated with the costs you identify on this form. Please note that student emergency awards will only be given as funding is available. Submission of application does not guarantee funding.

**Student Information:**

Name: \_\_\_\_\_

UA Cossatot Email: \_\_\_\_\_

Secondary or Personal Email: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ UA Cossatot ID Number: \_\_\_\_\_

Major or Program: \_\_\_\_\_

Number of Hours currently enrolled: \_\_\_\_\_ Number of Completed Credit Hours: \_\_\_\_\_

Semester & Year in which you are applying for emergency funding: \_\_\_\_\_

**Referral Information** *(to be completed by UA Cossatot faculty & staff only):*

This student is being referred by: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Office Number: \_\_\_\_\_

Position at UA Cossatot: \_\_\_\_\_

Amount of funds student is requesting from the Student Emergency Fund. Please note the maximum amount is \$500: \$\_\_\_\_\_

Please explain in detail the reason why emergency funds are needed and what the funds will be used for:

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**I understand that all the information I have provided is true and correct to the best of my knowledge. I also understand that providing incomplete and/or inaccurate information will result in my request being denied.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty/Staff Referral Signature

\_\_\_\_\_  
Date

**Please return completed form to Madelyn Jones, Director of Foundation and Advancement.**

**Email: [mjones@ccua.edu](mailto:mjones@ccua.edu)**

**105 Leeper Building, 183 College Drive, De Queen, AR 71832**

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**(For Internal Use Only)**

**Follow-up information requested:**

**Referral made by UA Cossatot Faculty/Staff:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Student Emergency Fund Award:** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Denied**

**Total Amount of Award:** \_\_\_\_\_

**Date application was received:** \_\_\_\_\_

**Date student was notified:** \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
Madelyn Jones, Director of Foundation and Advancement

\_\_\_\_\_  
Date