



Policy for Highline College Foundation Student Emergency Support

Policy Summary: Emergency funds have been donated by friends of the College as well as employees, their families, and others who are interested in helping students succeed. When funding is available, grants are provided to meet emergency needs up to \$500 per academic year that would otherwise prevent students from continuing their education at Highline College.

Definition: HC Foundation provides Student Emergency Support (SES) to support student success, retention and completion. The Fund assists students through the removal of financial barriers students may encounter. The program targets students ready to succeed, but are unexpectedly plagued by financial barriers. The Emergency Fund process is an educational opportunity in which applicants gain awareness of planning for success.

Policy Statement:

SES shall be awarded on the basis of demonstrated need and in accordance with the criteria specified below. The assistance is not intended to substitute for the regular Foundation scholarships or other financial aid for which the student is eligible. Students wishing to be considered for emergency support must agree to and/or meet the following requirements and conditions:

1. Student must be enrolled at HC during the time of application and when emergency expenses are incurred.
2. Student is required to file a SES application, which requires an instructor or staff member recommendation.
3. Student must demonstrate that emergency support is directly tied to their ability to remain in college.
4. Student must have a minimum 2.0 GPA and be registered for at least 10 quarter credits when the emergency funds are applied.
5. These funds will cover emergency needs and not be made available for ongoing needs (rent, medication, car payments) or expenses beyond one-time emergencies.
6. These funds will cover emergency needs up to \$500 per academic year.
7. Checks will be made payable to the company or organization owed and not payable directly to the student. Supporting documents (invoices, quotes, etc.) must be presented with application.
8. Emergency funds will not be made available until 3 weeks after quarter begins.
9. Generally, funds will not be made available to pay for tuition.
10. Generally, funds will not be made available to cover past-due balances at the College.

In order to be eligible, students must be able to answer “yes” to the following questions:

1. I am a currently enrolled as a student at Highline College.
2. I have not requested and/or received emergency grants exceeding the maximum amount awarded per academic year.

**Adopted June 24, 2015 by the Highline College Foundation Board
Effective July 1, 2015**