Hutton Honors College Emergency Funds Criteria

***In order to qualify for HHC Emergency Funds students must:***

* ***Be currently enrolled full-time at IUB***
* ***Have exhausted other sources of emergency assistance such as financial aid and family resources***
* ***Be a member of the Hutton Honors College in good standing with a minimum CGPA of 3.40***
* ***Demonstrate that the financial need is a one-time, unexpected expense rather than a chronic financial need***
* ***In order to receive aid, you must have no fines posted to your Bursar account***
* ***Be willing to meet with the Dean or Assistant Dean if requested.***
* ***Write a Thank You letter to the donor if you are granted these funds.***

***Please note these important stipulations:***

*Generally, students eligible for aid from the Fund will already qualify for need-based financial aid through the Office of Student Financial Assistance.*

***I****f you are packaged with need-based federal financial aid (for example, Stafford loans), and you apply for Hutton Financial Emergency Funds, it is possible that the emergency funds will not be paid-out in the form of cash or credit (i.e., as money paid into your Bursar account), but instead, may be used by IU's Office of Student Financial Assistance (OSFA) to reduce your student loan burden. Alternatively, an award of emergency funds may not be possible if it leads to a reduction in federally funded grant support (i.e. a reduction in your Covenant award or Pell Promise aid).*

*If a prospective grant from the emergency fund would place you at or above your aid limit, the amount of the grant would offset by the same amount any federal grants you are receiving (e.g., Covenant award). We strongly encourage you to contact OSFA (e-mail:* *scu@indiana.edu**) to learn how your emergency funding may impact your aid.*

*In addition: If you receive aid from the Hutton Financial Emergency Fund, you should have no fines (i.e. parking, library) posted to your Bursar Bill at the time the aid is posted to your Bursar account.*

**Hutton Honors College Emergency Funds Application**

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

 First Middle Last

Student ID #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Standing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current CGPA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor(s) and/or certificates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City/ZIP \_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you applied for aid through the IU Office of Student Financial Assistance for this emergency, and if so, will you be receiving assistance? Please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for HHC Emergency Funds Request: (500 words or less) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of HHC Emergency Funds Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please include an itemized budget showing how the funds would be used.

 Maximum award amount is **$750**.)

**\*For any expenses that can be documented (for instance car repair or medical expenses) please provide a copy of the estimate or bills from the vendor.**

If there is a negative balance on your Bursar account (i.e. you have expenses that need to be covered), please list the types and amounts of those expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer the following questions:

1. Apart from OSFA, from what other sources have you sought assistance?
2. Why are other sources (family, job, financial assistance) not available to meet this need?
3. What steps will you take to preclude another emergency of this type?
4. Please list your monthly expenses:
* Rent (on campus or off) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Utilities (if applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Groceries and/or meal points (for meal points, please list type of plan) \_\_\_\_\_\_\_\_\_
* Living expenses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Transportation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Entertainment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. Please list all your sources of income for the semester (in dollar amounts) including contributions to tuition, room and board, meal points etc. from parents or other sources.
2. Do you have any fines currently posted to your Bursar account? If so, explain: \_\_\_\_\_\_\_\_
3. Please submit your **resume** with this application.

**Please indicate all the times during the week, 9:00-5:00, Monday-Friday that you are free to interview in case an interview is requested.**

**Your typed name on the signature line below confirms that the information above is accurate to the best of your knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

***Once you have downloaded this application into a Word document and completed it, please send it as an attachment, along with your resume, and all other supporting documents you wish to include (e.g., invoices or estimates from vendors), to***

***Assistant Dean Lynn Cochran at*** **lcochran@indiana.edu****.**