**Policy**

UW-River Falls provides assistance to students facing unexpected financial emergencies. Crisis grant and loan funds are available to help students stay in college and meet their educational goals.

**Procedure**

**What expenses are eligible?**

Financial emergency means an unplanned event causing an unanticipated expense that would cause an eligible student to not complete that term if a grant or loan were not available to cover the expense. Eligible expenses include utilities, housing, rent, food, meals, medical and dental expenses, prescription eyeglasses, personal automobile expenses, gasoline, public transportation costs, child care, and travel due to serious illness or death in the immediate family. Examples of ineligible expenses are tuition, fees, books, legal fees, tobacco, alcohol, and entertainment. When evaluating a grant or loan application, the campus shall, in its discretion and based on its best judgment, determine whether the student has incurred a legitimate financial emergency.

**How much is available?**

The maximum emergency aid allocation to a student is $500. If funding is available, the first allocation in an academic year to a student will be in the form of a grant. Students may be eligible for a second allocation within an academic year. The second allocation will be in the form of a loan. A student is not eligible for more than three allocations while a student at UW-River Falls.

**What is the difference between a grant and a loan?**

The main difference between a grant and a loan is repayment. A loan is money that you borrow with the expectation that you will pay it back. There is no expectation of repayment if the emergency assistance is provided in the form of a grant. If the emergency assistance is provided in the form of a loan, the student must agree to repay the loan as part of the next semester’s bill for tuition and fees. The loan amount will be placed on the student’s account with Student Billing. The same late fees and interest charges the apply to tuition and fees will apply to the emergency loan.
Who is eligible?
Students must be currently enrolled degree seeking undergraduate or graduate students with six or more credits. Assistance is granted without regard to race, color, creed, religion, sexual orientation, age, gender, disability, or national origin.

How will the funds be disbursed?
Funds will be disbursed in the form of a prepaid debit card through the Student Billing Office.

How to apply?
1. Complete the application on the website https://uwrf.bplogix.net/form.aspx?pid=e6634b2b-e441-4279-8c38-a99adb52152c=formid=4abbcff6-689b-4d5a-910c-45bdce218363&nohome=0&completepageprompt=0&completepage=&completetext=
   Students may also meet with the Director of Student Success for assistance in completing the application.
2. The application will be sent to Student Success.
3. Discuss the request with the Director of Student Success or designee. The Director of Student Success will discuss the request with Financial Aid to determine the impact on a student’s financial aid prior to making a decision.
4. If a grant or loan is awarded, the student will pick up the prepaid debit card from, Student Success Center, located in 105 Davee Library until January 2, 2020. After January 2, 2020, the Student Success Center will be located in 226 Rodli.

Follow up
We want to make sure you get the assistance you need. The Director of Student Success will follow up with you to see how you are faring after the emergency is resolved.

Program Reporting
For each academic year, the Director of Student Success will track and report the following information:

- The number of grants and loans awarded.
- The number of grants and loans denied.
- The number of students receiving grants and loans.
- The total amount of grant funding and loan funding awarded.
- The total amount of grant and loan funding available but not awarded.
- The type of expenses for which students requested emergency assistance.

Authority
The UW-River Falls Chancellor approves this policy in accordance with the Administrative Policy process. The Vice Chancellor for Business and Finance is responsible for the substance of, and compliance with all administrative policies. The Associate Vice Chancellor for Academic Excellence and Student Success is
responsible for the administration and maintenance of this policy. Request an exception to this policy by writing to administrative-policy@uwrf.edu.

Sanctions and Appeals Process
Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

University Responsibilities
The Associate Vice Chancellor for Academic Excellence and Student Success oversees the development and review of the policy.

Contact
Please direct questions about this policy to administrative-policy@uwrf.edu.