PURPOSE
The Christine Maria Student Emergency Grant Fund is available to provide a source of funding for currently enrolled Old Dominion University students who require temporary, immediate financial support (excluding tuition and campus room and board) for dire emergencies that involve circumstances beyond the student’s control and for which other resources have been exhausted. The grant will provide support for the current student to remain at Old Dominion University. Applying for this grant may affect the financial aid awarded.

OVERVIEW
Requests for emergency assistance are considered on the basis of what is clearly recognized as a bonafide emergency. Emergencies could include, but are not limited to:

- Accident
- Loss of income
- Illness (medications/prescriptions, etc., related to medical care)
- Homelessness due to fire, domestic violence or natural disaster
- Replacement of personal belongings due to fire, theft or natural disaster
- Safety related needs (i.e., changing a lock on vehicle or home)
- School related expenses due to any of the above

These funds are administered by the Office of Student Affairs and the Student Ombudsperson.

GRANT GUIDELINES
- The Emergency Fund is not intended to be a means of ongoing support, but is for bonafide emergencies only.
- The Financial Aid Office, Business Office and references on the application may be contacted to obtain additional financial information concerning the student.
- Student accounts will be reviewed for outstanding debts to Old Dominion University.
- Student is limited to receiving one grant per calendar year.
- Student will not receive a check. Funds will be disbursed to agencies or individuals providing services or goods to the student.
- The Emergency Grant Review Committee will be comprised of University representatives.
- Committee decisions regarding distribution of monies will be made on a case-by-case basis.
- Emergency funds will be awarded on a “first-come, first-served” basis.
- ODU reserves the right to request repayment of any funds disbursed or pursue legal action in recovery of funds from the student if it is discovered that the student provided false information.
- Students must provide the following information on the application:
  - Detailed information concerning need for and use of funds
  - Documentation supporting the emergency (letter from landlord, magistrate, physician, etc., and unpaid invoices for expenses to be paid)
  - Budgetary outline including income and expenses
  - List of organizations/resources to which student has made requests (including details of funds attained or reasons for denial)
  - References (as needed)

- **APPLICATION WILL BE RETURNED IF NOT FULLY COMPLETED WITH NECESSARY SUPPORTING DOCUMENTATION.**
STUDENT ELIGIBILITY CRITERIA

Student must be:
- In good academic standing.
- Currently enrolled as a degree seeking student in the semester when application is made.
- Able to provide sufficient documentation to support financial hardship.

Process
- Student must submit an application with supporting documentation to include a written request outlining the basic circumstances and need (hard copy to Student Ombudsperson Services in the Division of Student Affairs).
- The Emergency Grant Review Committee meets once per week.
- The student may be requested to participate in an interview when deemed necessary by the Emergency Grant Review Committee.
- Upon final review by the Dean of Students or her/his designee, the student will be notified by e-mail or phone as to whether the grant was approved or denied.
- Funds will be disbursed to agencies or individuals for which grant funds were applied. Once the documentation is complete it will take up to 2 weeks to receive a check.
If you are submitting a Request for a Student Emergency Grant based on significant and unforeseen changes in financial circumstances, this worksheet must be completed and attached with supporting documentation. Expand upon answers to the questions below on a separate typed paper.

1. Purpose of grant, and specifically how will this grant assist you in maintaining enrollment at ODU?
2. Amount Requested
3. Do you have any financial aid? If yes, has this been reduced or are you no longer eligible to receive financial aid?
4. Did you have any student loans for which you are no longer eligible?
5. Has one or more parent/guardian experienced a loss of income?
6. What has changed in your own family’s financial situation?
7. Do you have any other extenuating circumstances?

Financial reasons will be considered only if it can be verified that a significant, unforeseen, and uncontrollable change in the financial status of a student’s family has occurred. Supporting documentation must demonstrate significant financial change. Examples include death of a parent/guardian, permanent lay-off of a parent, family bankruptcy, etc. Please take the time to break down your projected monthly expenses and income using the table below. Remember, it is your responsibility to substantiate your situation; be sure to provide ALL supporting documentation (tax records, pay stubs, bank statements, Bankruptcy notice, etc.). Failure to provide substantive information may hinder your request.

### Conditions of the Grant—PLEASE READ

- Student is limited to one grant per calendar year
- In good academic standing
- Currently enrolled as degree seeking student in the semester when application is made
- Able to provide sufficient documentation to support financial hardship

### Please read and sign below:
I certify that the above information is correct and that if there is any misrepresentation then I will repay the grant.

Signature ________________________________ Date ________________

### Office Use Only

#### Student Affairs Approval
Terms of and reason for grant (in the amount of ______) have been discussed with the student.

Stella V. Mims, Director, SOS ______________ Date ______________

#### Student Affairs Disapproval
The reason for loan disapproval has been discussed with the student.

Stella V. Mims, Director, SOS ______________ Date ______________
**Financial Request Worksheet**

**CHRISTINE MARIA GRANT FUND**

<table>
<thead>
<tr>
<th>Monthly</th>
<th>Rent / On Campus Housing Cost</th>
<th>Electricity (off campus only)</th>
<th>Gas (off campus only)</th>
<th>Phone Service (off campus only)</th>
<th>Cable TV Service (off campus only)</th>
<th>Internet Access (off campus only)</th>
<th>Furnishings (off campus only)</th>
<th>Supplies</th>
<th>Transportation</th>
<th>Meal Allowance/Food/Meal Plan</th>
<th>Other 1:</th>
<th>Other 2:</th>
<th>Income</th>
</tr>
</thead>
</table>

*Meal Plan*
Information: If you are currently on a meal plan, take the cost of the meal plan and divide it by 4 to arrive at a monthly allowance.

*Documentation*
Remember, it is your responsibility to substantiate your situation; be sure to provide ALL supporting documentation (tax records, pay stubs, bank statements, Bankruptcy notice, etc.). Failure to provide substantive information may hinder your request.

*Book fund requests*
Applications must include a schedule of classes and list of books including the cost.

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