

**Student Emergency Aid & Essential Needs Services
Information and Application**

The Office of Student Affairs works with campus and community organizations to provide a number of services to assist students who are in need. Whether you need assistance with an unexpected emergency or are having ongoing personal financial difficulties, we may be able to assist.

Name: _____ **Date:** _____ **Email:** _____

Phone: _____ **Student ID#:** _____

Primary Address: _____

The Office of Student Affairs can assist you with navigating a variety of situations. Below is a list of services we can provide. **Please mark the services you are interested in learning more about.**

- Emergency Fund:** This includes provision of limited emergency funds, emergency meal voucher and general funds for personal items, household needs, school supplies and books, food, bills, and travel expenses, as well as other immediate needs. **To access these funds, students must complete the Student Emergency Aid Application (see next page).**
- Resources for Access to Food:** For students experiencing food insecurity or lacking access to food, services include short-term assistance with meal vouchers or connection to long term resources such as community food banks and Supplemental Nutrition Assistance Program (SNAP).
- Text Books:** For students needing text books, the Office of Students Affairs may provide textbook rental or one-time purchase of a book needed for an academic course.
- Essential Needs Closet:** The Office of Student Affairs offers access to personal hygiene and essential needs products for students in need. This includes items such as soap, shampoo, toothpaste, feminine hygiene products, deodorant, laundry detergent and more.
- Hygiene & Cleaning:** For students without access to showering and/or laundry facilities, special temporary access may be granted for use of on-campus facilities.
- Temporary, Break & Summer Housing:** For students needing temporary/short term housing, the Office of Residence Life may provide housing during all breaks and over the summer.
- Professional Dress Closet:** Located in the Office of Career Development, the Professional Dress Closet provides new or gently used professional/business attire for students including, blouses, button down shirts, jackets and blazers, pants, skirts, and accessories (shoes, bags etc...)

To discuss the services above, visit the Office of Student Affairs, located on the 1st floor of Woodland Hall / email osa@Chatham.edu / call 412-365-1286. To speak with a staff member directly, contact:

Amanda Oaks
Executive Assistant
412-365-1286
a.oaks@Chatham.edu

Dr. Mary Utter
Assistant Dean of Students
412-365-1482
mutter@chatham.edu.

Heather Black
Dean of Students
412-365-1286
hblack@chatham.edu

Student Emergency Fund: Information and Application Form

Purpose:

The Chatham University Student Emergency Fund is provided through the generous donations of university students, faculty, staff, alumni and community members. This aid is for limited, short-term, financial assistance when students are unable to meet immediate, essential expenses because of temporary hardship related to an emergency situation. Some funds are counted as income and are subject to federal taxes. Funds may also be loaned to students with repayment plans less than twelve (12) months in duration to be determined at the time funds are approved.

Emergencies could include (but are not limited to):

- Apartment or House Fire
- Death of a Relative / Family Member / Friend / Student or Former Student
- Life Stressor or Family Emergency Impacting a Student's Campus Life
- Sexual Assault, Interpersonal Violence or Stalking
- Natural Disaster
- Injury or Illness

Types of Covered Expenses: There are a range of incidents that may incur financial hardships. Typical expenses that may be covered include, but are not limited to:

- Medications/Prescriptions or costs related to medical care
- Assistance with rent or utilities due to an emergency situation
- Travel arrangements to attend funeral services
- Books, fees or other school-related expenses
- Safety related needs (i.e. changing a lock on vehicle or home)
- Replacement of personal belongings due to theft, robbery, accidents, fire or natural disaster
- Vouchers for temporary food assistance

Eligibility Requirements: Applicant must be a currently enrolled student at Chatham University and have temporary financial hardship resulting from an emergency situation. Applicants must pursue all other forms of assistance and determine those to be insufficient or unavailable. Applicants must be able to provide sufficient documentation of financial hardship. If approved for a loan, a Promissory Note will be required.

Application Procedure: Contact the Office of Student Affairs for more information and to set up an appointment with the Dean of Students: Woodland Hall, 1st Floor, osa@chatham.edu or 419-365-1286. If a meeting is necessary, please fill out the application and supply appropriate documentation prior to the meeting. If approved, you will be notified of the aid amount and the method of payment/assistance.

Staff Discretion: Decisions regarding distributions of monies from the Student Emergency Fund will be made on a case-by-case basis by the Student Emergency Fund Committee chaired by the Dean of Students. Committee members consist of faculty and staff.

Questions: For additional information about the Student Emergency Fund contact the Office of Student Affairs: Woodland Hall, 1st Floor, osa@chatham.edu or 419-365-1286.

Student Emergency Fund Application Form

Return form to the Office of Student Affairs, Woodland Hall, 1st Floor
or email to OSA@Chatham.edu.

Name: _____ **Email:** _____

Phone: _____ **Student ID#:** _____

Primary Address: _____

Date of Request: _____ **Amount Requested:** _____

Please answer the following items to help us understand your situation:

1. Do you have housing? _____ No _____ Yes, temporary _____ Yes, long-term

2. Do you currently have any relatives living with you? Are you the sole provider (source of income) for your family? Please describe: _____

3. Are you currently employed? If so, how many hours do you work, and what is your place of employment?

4. What other agencies or organizations have you applied to for assistance?

5. Please describe your situation and provide some background on your request for financial assistance (Please use the back of the application to expand and/or provide a separate letter explaining your situation):

Please provide appropriate documentation that supports your application (ex. Medical Bills, letter of support, etc.)