



## **Blue Jays Emergency Funds Program Application**

### **A. Purpose**

The Blue Jays Emergency Fund (BJEF) Program is in place to assist currently enrolled degree seeking students who are undergoing extreme financial difficulties. Without assistance, these financial difficulties would impact the student's ability to attend class or remain enrolled at Minnesota West.

### **B. Guidelines**

1. This program will not be advertised broadly. Rather, students may be referred to the program by a Minnesota West faculty member, academic advisor, or any other member of staff. Students must meet with a Student Services Advisor to apply for the BJEF Program. Students must be in good academic standing, degree seeking, and currently enrolled in six (6) or more credits to be eligible for the program. Non-credit and Postsecondary Enrollment Option students are not eligible to receive these funds.
2. Student situations will be fully assessed before funds are granted. The Student Services Advisor will assist students in connecting with additional campus and community resources that may help with their financial situations before applying for the BJEF Program.
3. Funds will be granted for the minimum amount necessary to alleviate student situations (not to exceed \$500). Student Services Advisor can verify student program, enrollment, and GPA. If possible, students should submit verification of need such as an invoice or bill. This documentation will be used to create a check request from the Foundation office. Checks will be written directly to the third party indicated on the documentation. If awarded for a student account balance, the funds will be applied to that amount.
  - No check is written directly to students, except in extreme circumstances approved by the Foundation.
  - There is an unadvertised cap of \$500 per student. \$500 is the maximum award as long as funds are available. If funding is low, the cap may be reduced as decided by

the Director of the Foundation. Students may only be awarded the BJEF once throughout their time at Minnesota West.

- If awarded to address college expenses, the grant shall be recorded on the student account as additional financial aid.
4. Students will be required to fill out a BJEF Program application which will be assessed by at least one member of the BJEF review committee. The BJEF review committee will include the Associate Dean of Student Affairs, one representative from financial aid, Student Services Advisors. Final approval will be VP of Finance (Senior Human Resources Officer as a backup).

### **C. Procedures**

1. A faculty member, academic advisor, or any other member of staff may refer the student to a Student Services Advisor in order to apply for the grant. The student will meet with the Student Services Advisor to apply for assistance through the BJEF Program. The student and Student Services Advisor will discuss the situation thoroughly and determine if there are other resources (community, state, etc.) that could be accessed prior to applying for the BJEF Program.
2. The student will fill out the BJEF application describing his or her situation in detail with a requested amount (the amount requested is not necessarily the amount that will be granted). The student will attach documentation to verify situation such as a bill, eviction notice, or invoice, if it applies in this situation. The Student Services Advisor can verify GPA, enrollment and program. The application must then be signed by the Student Services Advisor and student. The BJEF program guidelines, application, review sheet and computer check out forms can all be found on our website under Faculty and Staff Forms – Foundation Office Forms.
3. The Student Services Advisor will forward the application on to the Associate Dean of Student Services. The BJEF review committee will assess the student's application using the BJEF review form, determine if the student is eligible for emergency funds, provide the Foundation staff with a copy of the application and review form within two (2) business days of receiving the student's application.
4. Once a final decision has been reached, the Student Services Advisor will notify the student via phone and/or email.

5. If APPROVED, the Foundation will prepare payment in form of a check, unless notified otherwise. The payment will be issued within two (2) business days of the receiving the application and review form. The payment will be mailed to the designated third party, or placed on the student's account if funds are to be used for college expenses.
  - The goal is to complete this entire process within four (4) business days or less: two (2) business days for review and up to two (2) business days for check to be issued.

### **Simplified Step By Step Process:**

1. Faculty or Staff member refers student to Student Services Advisor
2. Student visits with Student Services Advisor
3. Student Services Advisor provides student with BJEF application
4. Student submits signed application with documentation to Student Services Advisor
5. Student Services Advisor verifies GPA, enrollment, and program
6. Student Services Advisor submits the application to the Associate Dean of Student Services who reviews with BJEF committee and if approved submits to the Foundation within two (2) business days of receipt.
7. \_\_\_\_\_ notifies student and Foundation cuts check within two (2) business days

## **D. Eligibility**

### **Student Eligibility**

- Must be enrolled in six (6) or more credits at Minnesota West  
*Non-credit and PSEO students are not eligible to receive funds*
- Must be degree seeking
- Must be in good academic standing (2.0 GPA or above)
- Must meet with a Student Services Advisor
- Must have explored all other possible resources

### **Expense Eligibility**

Eligible emergency expenses may include but are not limited to:

- Transportation/Gas/Vehicle Repairs
- Child Care
- Housing/Rent (with eviction notice)
- Utilities (with shut-off notice)
- Food emergencies that cannot be met by campus or community programs
- Medical/Dental Expenses

- Items needing replacement due to natural disaster, crime, or accident
- Technology/Access issues due to changes in course delivery
- Or any unforeseen expense that, if not resolved, could impact the student's ability to attend class or remain enrolled at Minnesota West

### **Ineligible Expenses**

Ineligible emergency expenses may include but are not limited to:

- Violation of law or legal fees
- Credit card payments
- Non-essentials and entertainment
- Replacement of items not due to natural disaster, accident, or crime