

<b>Title:</b>	Student Crisis Fund- Addendum to Employee Crisis Fund	
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**SUMMARY OF ATTACHMENTS:**

<b>Associated Form(s):</b>	
<b>Other Associated Document(s):</b>	
<b>Associated Policies/Procedures:</b>	

**APPROVED BY:**

<b>Approval Body</b> (Position or Committee)	<b>Name</b>	<b>Authentication</b>	<b>Date</b>
Dean	Karen A. Stiefel	Digital Signature	06/29/10

# **Student Crisis Fund**

## **Addendum to Employee Crisis Fund**

**Approved by:**

Leadership Council, June 2009

VP Ministry, June 2009

Student Government, July 13, 2009

### **I. PURPOSE AND SCOPE**

To help students of Baptist Health System School of Health Professions (SHP) who have experienced an immediate and unexpected financial hardship that causes a disruptive financial condition in their lives. The fund exists to provide basic financial assistance for BSHP students in such circumstances. Examples of an “immediate and unexpected crisis” include but are not limited to funds that would be used for the purchase of essential items such as: textbooks, uniforms, uniform patches, stethoscopes, and graduation ceremony items.

### **II. PROCESS**

A Student Crisis Fund (SCF) Committee will consider each request on an unidentified case-by-case basis and make a decision concerning the disposition of each request. Decisions on the disposition of each request should be made within two school days of submission.

The SCF Committee will be comprised of three members with one member representing either the Dean, Assistant Dean or one SHP leader, a second member representing the Student Government faculty members, and one representing the BHS chaplaincy department.

All Student Crisis Funds that are disbursed will be reported in an anonymous fashion to Student Government at the next regularly scheduled meeting. The information provided will not identify the recipient, but will include the purpose and amount of funds disbursed.

### **III. FUND CONTRIBUTIONS**

The Baptist Child and Family Services manages the Student Crisis Fund as a subaccount of the BHS Employee Crisis Fund.

The Student Government will conduct fund-raisers benefiting the fund on occasion, with approval from the Dean of BSHP.

### **IV. PROCEDURE FOR ACCESSING THE STUDENT CRISIS FUND**

A. A student requesting to access the fund must submit the written application for assistance to the Student Government for an initial assessment. To be eligible to access the fund, a student must be enrolled for a minimum of 90-days and have a minimum GPA of 2.5 or better. Once a student has received financial assistance through the fund the student is ineligible to receive additional assistance for one semester.

- B. Upon receipt of a request for assistance, an interview with one member of the SCF Committee will be arranged (preferably in person).
- C. The SCF Committee will:
1. Conduct an assessment to determine the student's eligibility for funding. Based on the findings, the student may instead be referred to an applicable community resource for assistance.
  2. Obtain the student's release for discussing the crisis situation with the student's director, if needed, and for providing the following:
    - a. Length of enrollment with BSHP
    - b. Description of financial need
    - c. Documentation explaining the current financial situation
    - d. Specific item(s) for which the student is applying
    - e. Other resources the student has accessed or applied to for help.
    - f. A copy of the student's most recent pay stub.
- D. Remove all specific identifiers from the above information and will handle all applications in a confidential manner.
- E. The SCF Committee will:
1. Review application for assistance along with the supporting documentation.
  2. Make a decision to accept or reject the application.
  3. Determine as a team the dollar amount.
  4. Provide details in writing in a confidential manner to applicant.
- F. The referring SCF Committee member will:
1. For all applications approved for funding by the SCF Committee, forward the committee's decision (including the amount to be provided for the student's assistance and correct names of payees and mailing addresses for all checks distributed) along with the application for assistance and all supporting documents, to the VP Ministry for final disposition on the request for assistance.
  2. Upon the receiving the SCF Committee's final approval to fund the request for assistance, notify the student by phone of the approval, indicating the amount to be provided and the entities to which the funds will be distributed. Inform the student that a check request has been sent by the VP Ministry to the Baptist Child and Family Services, assuring the student that the check(s) will be distributed in a timely fashion.
  3. Upon receipt of funds that go directly to the student, deliver to the student.

4. For all applications denied for funding, immediately notify the student by mail and forward a copy of the application and the SCF Committee's decision to the VP of Ministry office for a record of the decision.