Students Helping Students

# Application for Assistance 2012-2013

Fall Semester Deadline: December 14, 2012 Spring Semester Deadline: May 17, 2013

NAME: DATE: NET ID:

COLLEGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STUDENT ID:

LOCAL ADDRESS: PHONE NUMBER:

The Student Assembly established the Students Helping Students (SHS) Fund in 1985 to assist registered Cornell undergraduate students in financial need. The fund provides assistance to students with necessary emergency expenses incurred during the fall or spring semesters that cannot be funded by other means. Allowable expenses include (but are not limited to): travel expenses relating to emergency situations (like the death of a relative); extra basic living expenses needed due to fire, destruction, or natural disaster; replacement of stolen goods (not lost due to negligence); and emergency medical or dental expenses not covered by insurance. SHS funds are not designed to cover standard expenses included in the budgeted cost of attendance for the academic year, non-emergency expenses, expenses that are extravagant or non-utilitarian, and so forth. The Office of Financial Aid and Student Employment (FASE) administers the SHS Fund. If funds are approved, they will be paid directly to the service provider or by direct deposit to the student, at the discretion of the Office of Financial Aid. Gretchen Ryan, Associate Director of Customer Service and Community Relations, will advise you of the status of your application as it is being reviewed. The Financial Review Committee (FARC), a committee convened by the Student Assembly, approves grants anonymously. The chairman of FARC is Daniel Kuhr (dk453).

**1.** Why do you require assistance from the SHS fund? Please provide an explanation of the nature of the emergency, when it occurred, and how SHS funding will help you resolve the emergency situation.

**2.** When did you (or when will you) incur the emergency expense? If you have already incurred the expense, please provide documentation of costs. If you have not yet incurred any costs, please provide documentation of anticipated expenses.[[1]](#footnote-2)

**3**. Are any other resources available to assist you with these expenses? Medical and dental bills must be submitted to insurance prior to receiving consideration for SHS funding.

**4.** Amount of request (maximum $1,000): $ . Why are you requesting this amount?

I understand that Students Helping Students is an emergency grant funded by my fellow Cornellians. I certify that to the best of my knowledge, the information on this application and documentation included are correct and complete. I have no other resources to cover this emergency expense. I understand that falsification or misrepresentation of information on this application and documentation included will result in disciplinary action against me, and could jeopardize my financial aid.

Signature of Student: Date:

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**Please return this form to the Office of Financial Aid and Student Employment, 203 Day Hall.**

Students Helping Students

# Policies and Procedures Guide 2012-2013

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**Overview of Fund:** Students Helping Students offers students with emergency funding needs to get help quickly when no other resources are available. Funding is made available through the Undergraduate Student Activity Fee. We understand that it may be difficult in some situations to obtain documentation, but since SHS is a limited fund that must be restricted to emergencies, applicants must provide verification of expenses to qualify for the grant.

**Submitting an application:** Please speak to Gretchen Ryan in the Office of Financial Aid and Student Employment or one of the Financial Aid Counselors when submitting your application. This requirement is waived if your application if being forwarded to the office by Gannett Health Services, Cornell Police, or the Crisis Management Response team.

**Please provide the appropriate documentation for your situation:**

* Emergency travel: Ticket receipts and final tickets stubs. If you applying for funding prior to departure, you must provide the final ticket stub within two weeks of your return date.
* Fire, destruction, or natural disaster: A copy of a police report, telephone confirmation from the police department, written verification from a Crisis Response Team members, or telephone confirmation from the Crisis Response Team. If you have renter’s insurance, provide documentation showing your deductible.
* Replacement of stolen goods: A copy of a police report, telephone confirmation from the police department, and a receipt for the replacement product (note: luxury and non-utilitarian items will not be covered).
* Medical bills: Copy of bill, showing the amount covered by insurance or why the claim is being denied by insurance. Note that all registered Cornell students are expected to have medical insurance.
* Dental bill: Copy of bill, showing the amount covered by insurance (if applicable). If the work has yet to be performed, provide a copy of the estimate. If necessary and unavoidable, funding may be advanced to you. You will be expected to provide a final receipt within two weeks of the dental procedure being performed to avoid having funding withdrawn.

**Review process:** Once your application has been received, you will be contacted by Gretchen Ryan or her designee within two business days. If your application is complete, it will be forwarded anonymously to FARC for consideration. FARC votes on applications within two business days. You will be notified by Gretchen Ryan or her designee of your application’s status at the end of that period and be informed of the next steps. Verification and confirmation of expenses is required before final reimbursement can occur. Payment of grant funds will happen either directly to the service provider or to the student by direct deposit, at the discretion of the Office of Financial Aid. If you are homeless, do not have enough money for food, or if you do not have funding needed to cover immediate emergency travel expenses, please advise our office of your situation so we can expedite funding.

**Authorization to Release Information**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print student name here), authorize representatives of

* law enforcement organization (eg: CU PD):
* medical services provider (eg: Gannett):
* dental or oral surgery provider:
* Cornell Crisis Management & Community Support Team:
* Cornell Staff/Faculty:
* Other:

to release information to the Office of Financial Aid and Student Employment to confirm the validity of the emergency expenses I have submitted to FARC for support from the Students Helping Students fund. I understand that my medical history and other information not pertinent to this application will not be released.

Signature of Student: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please see the reverse side of this form for examples of appropriate documentation. [↑](#footnote-ref-2)