

## **The School of Social Work Student Emergency Fund Policies and Procedures:**

**Purpose:** The purpose of the Fund is to provide one (1) time financial assistance to students enrolled in a degree program at the UGA School of Social Work who are facing temporary hardship related to an emergency situation. This could include hardships such as an unexpected housing expense, car repair, medical bills, death of a family member, natural disaster, or other unforeseen circumstance, where this hardship puts them at risk of dropping out of their program.

**Request Process:** Requests for support will be made in writing to the dean and should include: 1) explanation of the request and how the temporary hardship places the student at risk of dropping out of their program; 2) documentation of the unexpected expense (e.g. car repair bill); 3) evidence that the student has sought support from the other resources available at UGA, such as the Office of the Dean of Students and the Student Care and Outreach Office (<http://dos.uga.edu/sco/about/services>) or the Graduate School Emergency Fund (<https://grad.uga.edu/index.php/current-students/financial-information/graduate-school-based-financial-assistance/unexpected-financial-hardship/graduate-student-emergency-fund/>).

If the request is determined by the dean to meet criteria, and then the process below will be implemented.

### **Process for awarding assistance from School of Social Work Student Emergency Funds:**

- Dean emails Office of Student Financial Aid (OSFA) with the student's full name and 81#, and the dollar amount or range, to ask whether the student has been awarded Federal financial aid up to Cost Of Attendance (COA) or whether their financial need has been met.
- If no aid, then the interaction is between the School and student, and the dean asks SSW finance officer to submit the award through the Scholarship Workflow Process
- If yes: OSFA notifies the dean that student is awarded up to COA or has their need met and that the student must communicate with Mandy Branch in OFSA ([mzweig@uga.edu](mailto:mzweig@uga.edu)) to see if they have eligibility for a COA increase. (This can usually happen within 1-2 business days if the student submits timely appropriate documentation.)
- To adjust COA:
  - Student completes form from OSFA to demonstrate new costs within the allowable categories, and provides documentation of the costs
  - Form and documentation submitted to OSFA
  - OFSA reviews and lets dean and student know the outcome of request to adjust COA (this can happen within one day of receiving all needed documentation)
  - If COA can be adjusted, OSFA tells dean and student the amount of adjustment
- Once this is all clear, dean has business manager submit award through Scholarship Workflow process
- If there is no amount due (e.g., fines or other charges) on the student's account, the student is issued a credit for the amount of award. (This can happen in two business days once the request in SWF is at the OSFA Processing Pending level). The student will need to have updated their student account in Athena regarding their preference for direct deposit or a mailed paper check. If there is an amount due, it is paid from the award.