



Policy Number and Title:	SL.6.03 Emergency Care Fund Management
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Division	Student Life
Policy Section:	SL.6 (Student Success and Wellness)
Applicable to:	Students
Effective:	President's Cabinet (May 15, 2019)
Most Recent Revision:	President's Cabinet (May 15, 2019)
Contact:	Vice President for Student Life

Statement of Policy

The Emergency CARE Fund offers limited financial assistance to currently enrolled students who are unable to meet immediate, essential expenses because of temporary hardship related to an unexpected situation.

Rationale

Clear guidelines are needed to identify the emergency situation and procedure to request the fund. SLVP monitors the ECF budget.

Details

General provisions

1. The Emergency Care Fund is funded through the generous donations of faculty, staff and others who are interested in supporting students. The amount of the ECF is based on the generosity of LCC staff and students. The number of students who can be served by the fund is subject to available resources.
2. The fund is designated to offset a short-term financial need and is not intended to replace or supplement financial aid.
3. Interest-free short-term loans are available to students who are experiencing temporary financial hardship. The following includes typical expenses that may be covered by this fund. This list is not exhaustive:
 - a. assistance with off campus rent or utilities due to an emergency situation
 - b. pre-paid medical expenses
 - c. emergency transportation costs related to a family death or illness
 - d. other emergency situation that impacts student's ability to fully participate in their academic career.
4. The following includes examples of items that will NOT be covered by this fund. This list is not exhaustive:
 - a. Fines, legal fees
 - b. Normal and anticipated academic expenses (tuition, fees, health insurance, books, housing deposits, etc.)
 - c. Costs for non-emergency travel.
5. Grants may be awarded to cover emergency expenses including medical expenses (not covered by insurance).

Eligibility

- Applicant must be a currently enrolled student at LCC International University.
- Applicant must have financial hardship resulting from an emergency, accident, or other critical incident.
- Other possible resources have been considered and are either unavailable or insufficient.
- Priority will be given to students who have not applied for this fund within the past year.

Application process

Students must submit an LCC Cares form available on portal.lcc.lt. Additional supporting documents may be requested. If approved, students will be notified of the amount and the money will be distributed. Failure to return the loan on time will prohibit use of this fund in the future. Faculty and staff may refer a student to the Student Life Vice President for more information on ECF. SLVP is responsible for distributing and collecting loans.