

Emergency Funding Information Sheet

Emergency assistance bursaries are limited, preference will be given to those students who demonstrate that they have exhausted all other sources of financial assistance, including government student assistance. Applicants must be prepared to provide an explanation as to why they are short of funds, what efforts have been made to secure other sources of funds, and what expenses will be paid with the funds.

Keep in mind, this is aid for students in extreme circumstances or in a time of crisis. It does not apply to students who have not adequately planned for their financial needs. Emergency funds are also not designed to assist students with normal living expenses.

Some possible situations that may lead to a student's eligibility for emergency financial aid include:

- Sudden health emergency;
- Unexpected loss of income;
- Death in the family or other family emergency;
- Rent in arrears and risk of eviction.

NOTE: Approval for funding in the above scenarios is not guaranteed - each student's situation will be different and approval of emergency funding is up to the discretion of the Emergency Funding Committee. Students who have not adequately planned for their financial needs and find themselves in financial crisis will not be automatically approved for funding.

ELIGIBILITY REQUIREMENTS

- Canadian Citizen or Permanent Resident;
- Enrolled and attending a Selkirk College credential program (degree, diploma or certificate);
- Good standing as per the Selkirk College Student Conduct Policy, not on academic probation and not have outstanding fees; and
- Attending class on a regular basis and progressing satisfactorily.

PROCESS

- 1) Complete an emergency funding application form from Financial Aid or obtain an application from your Selkirk College Counsellor (see step 2). Required information:
 - Explanation of emergency situation and what efforts have been made to secure other funds;
 - An expense budget outlining monthly income and expenses;
 - Documentation and/or receipts of unexpected expenses, ie: utility disconnection or eviction notice, medical receipts.
- 2) Make an appointment with a Selkirk College Counsellor – appointments are made through the Welcome Centre located in the Pit (15 minute drop-in appointments are not acceptable).
- 3) Counselling appointment:
 - a. Discuss with the Counsellor the nature of the emergency and supports required.
 - b. Give the Counsellor the completed emergency funding application along with required documentation.
 - c. Work with the Counsellor to develop a personal plan to address the emergency and/or crisis.
- 4) An Emergency Funding Committee will review the application and determine whether the emergency funding request will be approved. The student will be notified by Financial Aid of the application results.

Application for Emergency Funding

FINANCIAL AID



Selkirk College has a limited amount of emergency funding to assist eligible students experiencing a financial emergency. Please attach supporting documentation to your application, eg. copy of medical prescription, eviction notice, utility disconnection notice, police report, motor vehicle accident report, etc.

This application must be completed and signed in **ink** and all questions must be answered.

DATE RECEIVED:

Social Insurance Number:		Student ID Number:	
Last Name:	First Name:		Initial:
Address:		City:	Postal Code:
Phone Number:		Email Address:	
Date of Birth (dd/mm/yy):	Citizenship: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Protected Person / Convention Refugee <input type="checkbox"/> International Student		
Family Situation: <input type="checkbox"/> Single living in residence with family or extended family <input type="checkbox"/> Single living away from home <input type="checkbox"/> Single parent <input type="checkbox"/> Married/common law <input type="checkbox"/> Separated/widowed/divorced			
Number of Children:	Ages:	Spouses Occupation:	
Campus: <input type="checkbox"/> Castlegar <input type="checkbox"/> Nelson <input type="checkbox"/> Trail	Program of Study:		Year: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Course Load: <input type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 60% <input type="checkbox"/> 40% <input type="checkbox"/> Less than 40%		Are you attending classes: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a Person with a Disability (PWD) Designation? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you identify as Indigenous? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Provide a description of your emergency situation:

List expenses, and amount you would pay, if your request is approved:

Financial Aid & Awards

FinancialAid@selkirk.ca 1.888.953.1133 250.365.1295

Within Reach. Beyond Imagination. selkirk.ca

This application must be completed and signed in **ink** and all questions must be answered.

FINANCIAL AID



Explain what attempts you have made to obtain funding to help with your financial emergency, and the results of those attempts:
Income Assistance (welfare)
Parents
Friends
Bank Overdraft: If you have one, how much credit is available at this time?
Credit Cards: If you have any, how much credit is available at this time?

Have you applied for a Student Loan? **Yes** **No** If No, please give your reasons:

How much money do you have in your savings/chequing account(s) today? _____

List all other types of financial assistance you have applied for or received during the current educational period (eg. student line of credit, RESP, RRSP Lifelong Learning, etc.):

Type of Financial Assistance	Date Applied	Amount Received or Expected to be Received
_____	_____	_____
_____	_____	_____
_____	_____	_____

Counselor and/or Financial Aid notes:

BUDGET INFORMATION

Please complete a Budget Information worksheet as a fillable PDF and submit with this application.

AUTHORIZATION AND DECLARATION TO BE COMPLETED BY ALL APPLICANTS

I declare that the information contained herein, all statements made and all supporting documents submitted in connection with this application are true, correct and complete. I understand that any misrepresentation or incomplete disclosure on or relating to this application may result in the cancellation of emergency funding. I authorize Selkirk College to release my student record and student financial assistance record for review by the Financial Aid & Awards office at Selkirk College for the purpose of determining my eligibility for emergency funding (i.e., contacting instructor/professor regarding attendance and progress).

If I am the recipient of an emergency bursary, I authorize the Financial Aid & Awards Office at Selkirk College to release the following information for the donor and/or Selkirk College Foundation and Selkirk College Advancement Office, if requested: name, address, telephone number, information relevant to special requirements of award. I also agree to the public release of my name in the event I am selected to receive an award. I understand and agree that if I fail to maintain satisfactory academic standing or do not complete the period of study for which I am applying for assistance, I may be required to repay all or a portion of any award that I receive.

Signature of Applicant _____ Date _____

FREEDOM OF INFORMATION:

The information contained on this form and other supporting documents is collected under the authority of the College and Institute Act and the Freedom of Information and Protection of Privacy Act. It is used by Selkirk College Financial Aid & Awards staff, selection committees and donors to determine recipients for awards, and for enabling other Selkirk College Departments to contact applicants and students. Information will be transferred to the Financial Services Department for tax purposes.

Please direct any questions to the Financial Awards Officer, Selkirk College, 301 Frank Beinder Way, Castlegar BC, V1N4L3 250.365.1295

CHECKLIST

- Completed Budget Information Worksheet attached to Application for Emergency Funding form.
- Additional documentation and/or receipts of unexpected expenses, i.e.: utility disconnection, eviction notice, or medical receipts.